USER MANUAL 3.0

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Thousands of ID Cards in seconds

USER MANUAL 3.0

Hello 2

Table of Contents 2

Introduction 3

System Requirements 3

Opening the tool box – Getting Started 3

Getting Into the Job – Using the Software 11

Fine Tuning – Photo Editing 50

Exporting and Printing 57

Open Saved Project 65

Troubleshoot 65

Support 66

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HELLO

ID Card Xpress is fully automated software which allows you to create thousands of ID Cards in minutes. This is very flexible software which helps in data integration with Excel. You can Design your own ID Cards with desired data fields. You can save your created ID Card Designs with necessary data fields for future use. This Software provides you feature of auto generation of Bar code and QR Code in your ID Card. You can create ID Cards in third party fonts. You can choose which fields you want to show in QR Code. After creating ID Cards, this software provides you inbuilt facility of Package Printing. This software also provides you photo editing features like background replacement, Chroma and Lasso Tool. This is cost as well as time saving software.

ID Card Xpress User Manual

Table of Contents

Introduction 3
System Requirements 3
MAC System 3
Windows System 3
Opening the Tool Box- Getting Started 3
Registration 3
Online Registration 3
Offline Registration 4
Know Your Software 5
General Features 6
Controls and Navigation 6
Shortcut Tools 7
Easy Steps to have Your Excel Data in ID Card Xpress 9
Preferences 10
Getting Into the Job – Using the Software 11
Predefined Designs and Articles 11
Designs 11
Articles 12
Creating ID Card 13
Fast Way of Creating ID Cards 13
Easy Way of Creating ID Cards 20
Smart Way of Creating ID Cards 28
Manage Your Photos 47
Fine Tuning – Photo Editing 50
Basic Photo Editing 50
Advance Photo Editing 55
Exporting and Printing 57
Exporting in JPG 58
Exporting Single Design in JPG format 58
Exporting Duplex Design in JPG format 58
Exporting in Package Print 59
Exporting Single Design in Package Print 60
Exporting Duplex Design in Package Print 62
Printing 64

Open Saved Project 65
Troubleshoot 65
Support 66

Introduction

Congratulations on buying ID Card Xpress! This Manual will guide you on how to use this software effectively.

System Requirements

MAC System

- Mac Intel, min 1 GHz
- Mac OS X 10.6. V Leopard and above
- 1 GB RAM
- 1 GB free disk space
- CD/DVD-ROM drive
- USB Port

Windows System

- Pentium 4, 2.8 GHz Processor and above
- 1 GB RAM
- 1 GB free disk space
- CD/DVD- ROM drive
- Microsoft Windows XP (service pack 2)/ Microsoft Windows 7 / Microsoft Windows 8
- USB Port

Opening the Tool Box- Getting Started

This section deals with online and offline registration process and other tools like shortcuts, preferences and help.

Registration

Once you have installed the ID Card Xpress software on your computer, you need to proceed to Registration. This ensures that all features of the software are made available to you. Registration is very easy and the user-friendliness of the software makes the process quick and simple.

The Process

On installation of ID Card Xpress, the Registration Window appears as shown in Image 2.1.0. Relevant details such as the Owner Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile Number need to be entered; some fields are mandatory (marked by an asterisk *). Fill in the details and proceed as per the instructions in this section.

The software enables you to complete the registration process while you are connected to the Internet and also while you are offline. It also allows you to register at a later date.

Online Registration

The screen that you first see on starting the registration process needs to be completed as a first step. Here is how:

- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number. ①
- Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ② You will also find the serial number inside the software box pack.
- After ensuring that all the fields are filled correctly, click on 'Register' ③ in the lower right-hand corner.
- The message confirming completion of the registration process appears on the screen.
- You are now registered and can use the software.

'Registration' Window

Offline Registration

If you do not have Internet access on your computer, you can proceed as follow

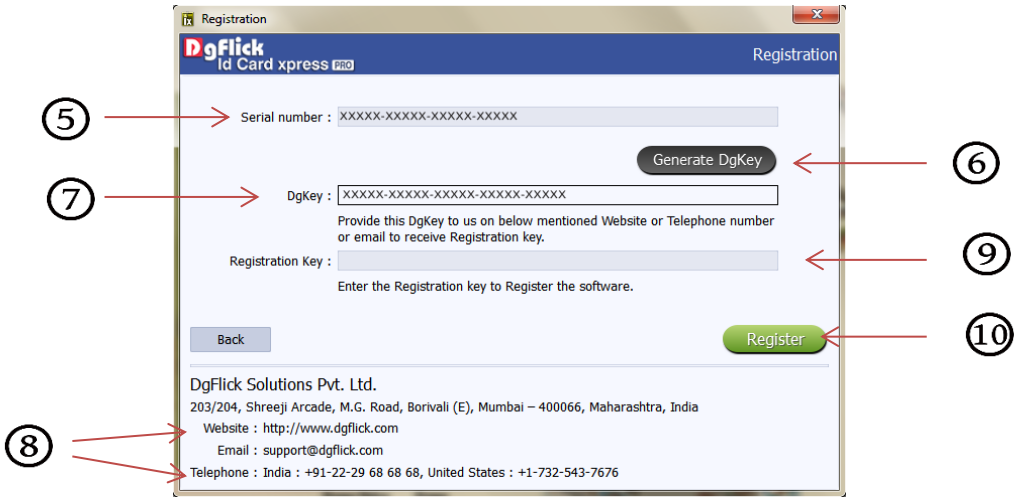
- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number. ①
- Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ② You will also find the serial number inside the software box pack.
- After ensuring that all the fields are filled correctly, click on 'Register Offline ④', at the lower left-hand corner of the page, after which you move on to the next page.
- The next page has boxes for 'Serial number', 'DgKey' and 'Registration Key'.

- If the serial number (XXXXX-XXXXX-XXXXX-XXXXX) is not already there in the serial number text box, ⑤ then enter the number provided by the vendor on purchasing the pack or alternatively, found on the software box pack.

- Click on the 'Generate DgKey' button ⑥ below the serial number text box.

- The DgKey appears on the screen in the appropriate text box. ⑦

- Next, a registration key is required to complete the process. There are three ways of obtaining this key: ⑧
  - Telephone: Call +91 22 2968 68 68 and the support executive will provide you with the registration key corresponding to your DgKey.
  - Email: Email us at support@dgflick.com to receive your registration key via Email.
  - Web: Log on to www.dgflick.com to receive the key.



Offline Registration

- Once you have your registration key, enter it in the corresponding text box. ⑨

- Click on 'Register' ⑩ to activate the software.

Note: To get a feel of ID Card Xpress, You can download the software from our website www.dgflick.com and use as Trial.
OR
Click on the 'Buy Now' button to buy the complete version of ID Card Xpress.
Some of the features may not be available in trial version.

Note: If you are an existing user, fill in details such as your email id and password and the registration key is generated for your use.

Know Your Software

This section gives you a basic understanding of ID Card Xpress before you actually start working on the software. Running through this section will enhance your understanding of the options available and will help you to make optimal use of the software.

General Features

ID Card Xpress comes with several features, which are discussed in this section:

- **ID Cards creation for all purposes**: ID Card Xpress helps you to make single as well as Duplex ID Card. It provides you ample of Designs which serve you the facility to create ID Cards for any purpose say Schools, Companies and so on.
- **Ready-to-Use Designs**: ID Card Xpress has various Designs for your ID Card. These existing Designs can be altered as per your specifications and saved. Moreover you can also create your own Designs.
- **In-built Standard ID Card Sizes**: ID Card Xpress has in-built ID Card types predefined according to the standard industry printing and binding specifications.
- **Flexible printing service:** ID Card Xpress provides you facility to print your all ID Cards in a single package which serves cost saver as well as time saver.
- **Interactive User Interface**: Navigation through the software is simplified by user-friendly controls and virtually no training is required before use.

Controls and Navigation

Preferences

Help

Go to the home page

View available Category sizes

Select path for browsing

Adjust thumbnail sizes

Photo is locked

Photo is unlocked and can be modified

Sort photos according to the required parameter

Photo is not of very good quality but can be used

Photo is of bad quality but can still be used

Photo is unfit for use

Lock/unlock objects

Arrange objects

Page-based alignment

Object-based alignment

Equal spacing between objects

Equal size photos

Group/ungroup objects

Rotate photo

Edit photo

Undo edit

Redo edit

Show/hide margins

Show/hide gridlines

Zoom in

Zoom out

Fit to screen

Actual size

Save the work

Load original image

Reset all

Helps you to move back to the previous page

Helps you go to the next page

Rotate border 90°, 180°, 270°

Create a new Design or Article or new project

Edit a Design or Article

Delete a Design or Article

Flip horizontally

Flip vertically

Create a new Design or Article or new project

Edit a Design or Article

Delete a Design or Article

Swap photo

Shortcut Tools

ID Card Xpress - Shortcut Keys			
Object Type	**Actions**	**Windows**	**Mac**
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key
	Move – Bottom	Bottom Arrow key	Bottom Arrow key
	Move – Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key
	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
Photo	Crop – Zoom In	ALT + '+'	ALT + '+'
	Crop – Zoom Out	ALT + '-'	ALT + '-'
	Crop – Left Pan	ALT + Left Arrow key	ALT + Left Arrow key
	Crop – Right Pan	ALT + Right Arrow key	ALT + Right Arrow key
	Crop – Top Pan	ALT + Top Arrow key	ALT + Top Arrow key
	Crop – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down
	Crop – Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11
	Rotate X Increase	ALT + X	ALT + X

	Rotate X Decrease	ALT + CTRL+ X	ALT + COMMAND + X
	Rotate Y Increase	ALT +Y	ALT +Y
	Rotate Y Decrease	ALT + CTRL+ Y	ALT + COMMAND + Y
All	Rotate Z Increase	ALT + Z	ALT + Z
	Rotate Z Decrease	ALT + CTRL + Z	ALT + COMMAND + Z
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key
	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
	Arrange Object – Send Backward	SHIFT + Left Arrow key	SHIFT + Left Arrow key
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous Object	SHIFT + TAB	SHIFT + TAB
	Add Next Object to Current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to Current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous Object	SHIFT + TAB	SHIFT + TAB
	Add Next Object to Current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to Current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Align Page based – Top Left	CTRL + 7	COMMAND + 7
	Align Page based – Top Center	CTRL + 8	COMMAND + 8
	Align Page based – Top Right	CTRL + 9	COMMAND + 9
	Align Page based – Center Left	CTRL + 4	COMMAND + 4
	Align Page based – Center	CTRL + 5	COMMAND + 5
	Align Page based – Center Right	CTRL + 6	COMMAND + 6
	Align Page based – Bottom Left	CTRL + 1	COMMAND + 1
	Align Page based – Bottom Center	CTRL + 2	COMMAND + 2
	Align Page based – Bottom Right	CTRL + 3	COMMAND + 3
	Align Page based – Top	CTRL + T	COMMAND + T
	Align Page based – Bottom	CTRL + B	COMMAND + B
	Align Page based – Left	CTRL + L	COMMAND + L
	Align Page based – Right	CTRL + R	COMMAND + R
All	Align Object based – Top Left	CTRL + SHIFT + 7	COMMAND + SHIFT + 7
	Align Object based – Top Center	CTRL + SHIFT + 8	COMMAND + SHIFT + 8
	Align Object based – Top Right	CTRL + SHIFT + 9	COMMAND + SHIFT + 9
	Align Object based – Center Left	CTRL + SHIFT + 4	COMMAND + SHIFT + 4
	Align Object based – Center	CTRL + SHIFT + 5	COMMAND + SHIFT + 5
	Align Object based – Center Right	CTRL + SHIFT + 6	COMMAND + SHIFT + 6
	Align Object based – Bottom Left	CTRL + SHIFT + 1	COMMAND + SHIFT + 1
	Align Object based – Bottom Center	CTRL + SHIFT + 2	COMMAND + SHIFT + 2
	Align Object based – Bottom Right	CTRL + SHIFT + 3	COMMAND + SHIFT + 3
	Align Object based – Top	CTRL + SHIFT + T	COMMAND + SHIFT + T
	Align Object based – Bottom	CTRL + SHIFT + B	COMMAND + SHIFT + B
	Align Object based – Left	CTRL + SHIFT + L	COMMAND + SHIFT + L
	Align Object based – Right	CTRL + SHIFT + R	COMMAND + SHIFT + R
All	Select All Objects on page	CTRL + A	COMMAND + A
	Cut Object(s)	CTRL + X	COMMAND + X

	Copy Object(s)	CTRL + C	COMMAND + C
	Paste Object(s)	CTRL + V	COMMAND + V
	Delete Object(s)	DEL	DEL
	Undo Object(s)	CTRL + Z	COMMAND + Z
	Redo Object(s)	CTRL + Y	COMMAND + Y
	Show Photo Information	CTRL + SHIFT + I	COMMAND + SHIFT + I
Page	Flip Page composition Horizontally	ALT + H	ALT + H
	Flip Page composition Vertically	ALT + V	ALT + V
View	Fit to Screen	CTRL + F12	COMMAND + F12
	Actual Size (1:1)	CTRL + SHIFT + F12	COMMAND + SHIFT + F12
	Zoom In	+	+
	Zoom Out	-	-
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11
All	Increase the size of Object from – Top Left	ALT + 7	ALT + 7
	Increase the size of Object from – Top Center	ALT + 8	ALT + 8
	Increase the size of Object from – Top Right	ALT + 9	ALT + 9
	Increase the size of Object from – Center Left	ALT + 4	ALT + 4
	Increase the size of Object from – Center	ALT + 5	ALT + 5
	Increase the size of Object from – Center Right	ALT + 6	ALT + 6
	Increase the size of Object from – Bottom Left	ALT + 1	ALT + 1
	Increase the size of Object from – Bottom Center	ALT + 2	ALT + 2
	Increase the size of Object from – Bottom Right	ALT + 3	ALT + 3
All	Decrease the size of Object from – Top Left	CTRL + ALT + 7	COMMAND + ALT + 7
	Decrease the size of Object from – Top Center	CTRL + ALT + 8	COMMAND + ALT + 8
	Decrease the size of Object from – Top Right	CTRL + ALT + 9	COMMAND + ALT + 9
	Decrease the size of Object from – Center Left	CTRL + ALT + 4	COMMAND + ALT + 4
	Decrease the size of Object from – Center	CTRL + ALT + 5	COMMAND + ALT + 5
	Decrease the size of Object from – Center Right	CTRL + ALT + 6	COMMAND + ALT + 6
	Decrease the size of Object from – Bottom Left	CTRL + ALT + 1	COMMAND + ALT + 1
	Decrease the size of Object from – Bottom Center	CTRL + ALT + 2	COMMAND + ALT + 2

Easy Steps to have Your Excel Data in ID Card Xpress

Make New Excel File –"New File.xls"

File Format should be

Code	Name	Address	City	Mobile	E-mail	Photo	Division	Profile	Family Photo	Signature	Date of Birth	Blood Group	Status	BarCodeData	BarCode	QRCode	Authority Signature

- ✓ Be Sure that All Cells of excel sheet should have Data Format as “Text”
- ✓ Leave Photo, Family Photo, Signature and Authority Signature Column Blank --- Do not enter anything

How to save file on different OS?

For Windows OS:

- ✓ File must be saved as Microsoft Office “New File.XLS” (97/2003 Format only)

For Mac OS:

- ✓ Go to Toolbox and Select “Check the Compatibility” option. Now select “Excel 97” or “Excel 2003”.
- ✓ Click on “Save” button, Check mark the Append file extension option and save as the File in “Excel 97-2004.xls” format.

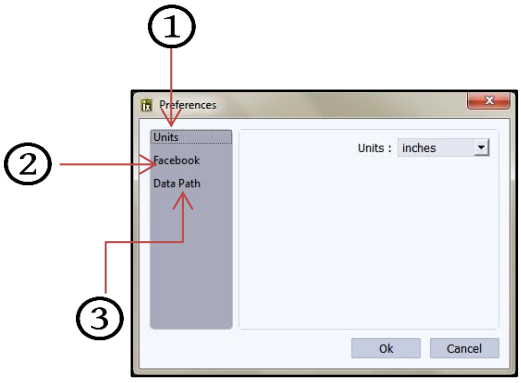
Note: Do not leave any row blank between two data rows while generating Excel data for ID Cards

Note: In case you prepare excel sheet in third party font, please select same font while you assign excel sheet in ‘Project’ window under ‘Font’ tab.
Also make sure that the font in which you prepare excel sheet, should be there in the PC in which ID Card Xpress is installed.

Preferences

ID Card Xpress allows you great flexibility in usages while working on it. You could

- ➢ Select the units you wish to work with,
- ➢ Select the path for your project to be saved,



The ‘Preferences’ window

- ➢ After installation, click on the ID Card Xpress shortcut icon in your specified path to start the software. The first screen shows the ID Card projects saved by you.
- ➢ Click on ‘Preferences’ icon on the top right side of the screen to see the available options in the window.
- ➢ Select the units in which you want to work in canvas area from the dropdown list of Units①.

- The history which was generated at the time of importing photos from Facebook will be deleted by clicking on the 'Clear history everytime' checkbox from Facebook option②.
  OR
- If you want to work offline and want to access the photos from Facebook in future which are already accessed then keep the 'Clear history everytime' checkbox unchecked.

- Select the path to save the project from 'Data Path' option③, clicking on the browse icon to the right of this field lets you choose the path for saving the project.

- Save your changes by clicking on 'Ok'. You might need to restart your software for the changes to take effect.

- Click on 'Help' to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software (Refer Section Shortcut tools).

- All option panels can be docked, undocked, expanded or moved to create an interface that gives you maximum working comfort.

Getting Into the Job – Using the Software

In previous section we learnt about software functionality. Now in this section we will learn how to use this software to create ID Cards. We will see various available Designs and Articles and various ways to create ID Cards.

Predefined Designs and Articles

ID Card Xpress provides you ready to use Designs and Articles. Let's know more about Designs and Articles.

Designs

This software already contains many Designs in Landscape as well as Portrait sizes. These Designs can be seen in 'Select Design' Window.

Designs in 'Select Design' Window

- You can sort the designs orientation wise with the 'Orientation' option ①in the 'Select Design' Window. You can sort these Designs in two types i.e. Landscape and Portrait. Or you can see all Designs by selecting 'All' option.

- You can sort these Designs by 'Photos' option ② available in 'Select Design' Window. For instance if you want ID Cards with two photos on it, then you could view it by selecting 2 photos option. Or you can see all Designs by selecting 'All' option.

- You can sort designs in the 'Type' option ③. For example, if you want to see only Duplex designs then select 'Duplex' from 'Type' option and you will be able to see only Duplex designs. If you want to see all designs, then select 'All' option and again see all the designs on the screen.

- You can also sort these Designs according to their colors by changing 'Color' option ④ available in 'Select Design' Window. You can select your desired color from this list. Or you can see all Designs by selecting 'All' option.

- You can Add, Edit and Delete new Designs by 'Add' ⑤, 'Edit' ⑥ and 'Delete' ⑦ options available in 'Select Design' Window.

- You can zoom in or zoom out Designs from 'Adjust Thumbnail Size' option ⑧ on 'Select Design' Window.

Articles

- If you want to create new Designs then you need to select article for new creation. Articles are nothing but predefined sizes of ID Cards.

- To select Article for new Design, click on 'Add' button on 'Select Design' Window.

- You will be directed to 'Select Article' Window.

- Here you can see four types of articles i.e. IDCard_H, IDCard_V, IDCard_D_H, and IDCard_D_V.

'Select Article' Window

- In 'Select Article' Window, you can select desired article in which you want to create new Design or you can add new Article, Edit any Existing Article or permanently delete any Article by selecting desired option from 'Add' Ⓐ, 'Edit' Ⓑ and 'Delete' Ⓒ in 'Select Article' Window.

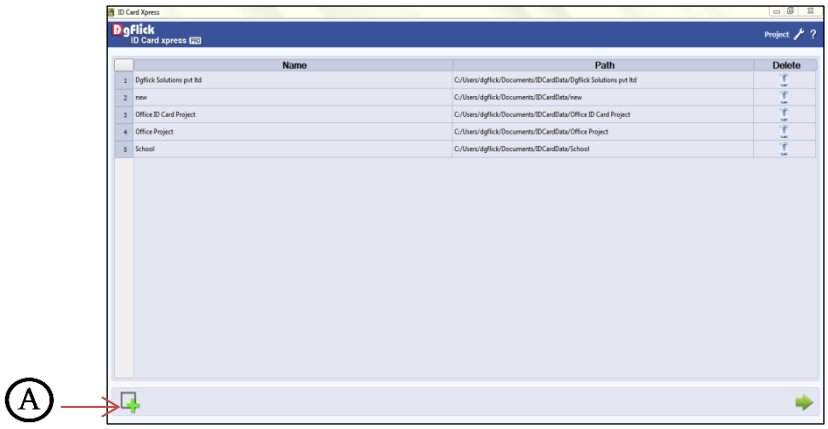
Creating ID Card

Once you have set your unit and path to save your project, it is time to move on to the actual process of ID Card Xpress. ID Card Xpress gives you the option of designing your ID Card either in Fast or Easy way or create your own Designs and create your ID in Smart way.

Fast Way of Creating ID Cards

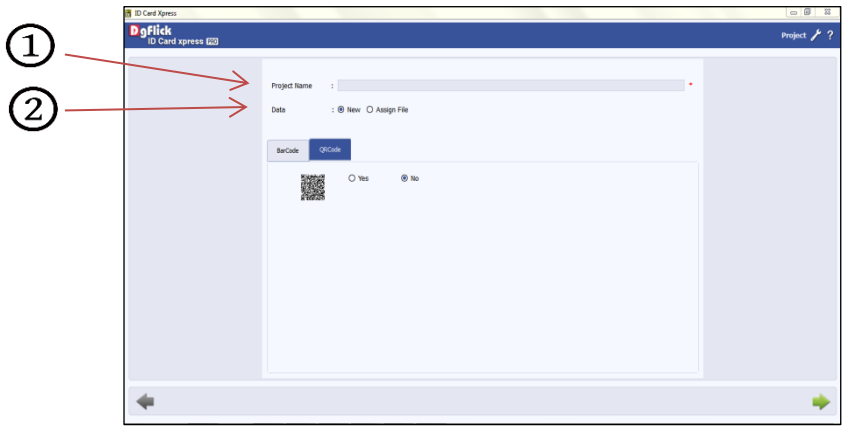
The Process
'Project' Window

Create your own projects from 'Projects' Window.



'Project' Window

- The 'New Project' button Ⓐ located at bottom left corner of the 'Project' window lets you create new projects.
- A new window will appear on the screen. Here you can create new ID project.



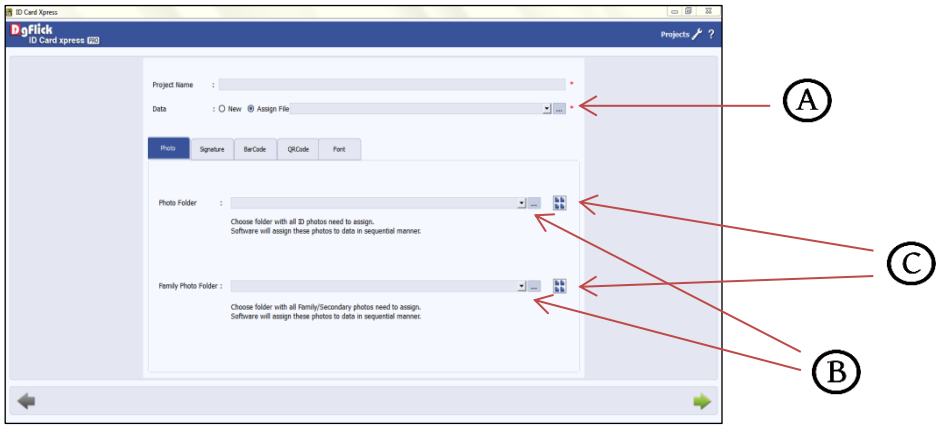
'Project' window …. Creating new project

- Give your project a name from 'Name' option ①. Inserting the project name is mandatory. You cannot proceed without giving a name to the project.
- Next option you can see is 'Data' option ②. ID Card Xpress gives you an option of assigning Excel data sheet for auto generation of ID Cards. To assign excel sheet select 'Assign File' option given in front of 'Data' option.

- Select 'Assign File' Option to use your created excel sheet along with the photo and signature, new options get visible.

- Select the path for your excel sheet by clicking on the 'Browse' option located at the right of the 'Data' option. Choose the path where your excel sheet is saved.

- Points to keep in mind while creating excel sheet. (Refer Section Easy Steps to have Your Excel Data in ID Card Xpress on Page no 09)



'Project' window …. Creating project by assigning Excel sheet

- Below 'Data' option you can see 5 new tabs are available. From these tabs you can assign photos, signatures, generate bar code and QR Code and select font for the different fields of ID Cards. We will see each tab in detail. First start with 'Photo' tab.

- Click on 'Photo' tab to insert photos and family photos for the ID Card.

  - Select the folder for the photos from this 'Browse' button Ⓑ.

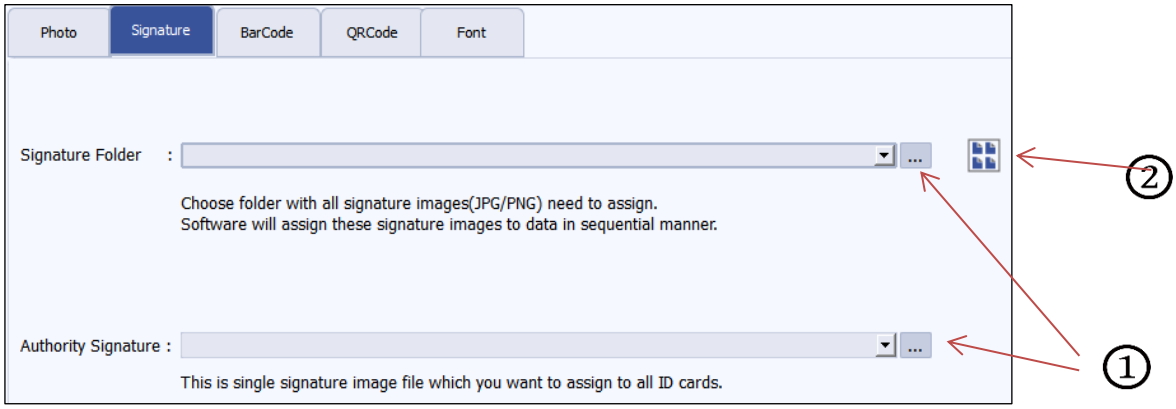
  - If you want, you can insert Family Photos from the 'Browse' button Ⓑ.

  - In the version of ID Card Xpress, we have given you additional feature of Photo Manager here itself. With this feature you can color correct, rename, resize and rotate your multiple photos in a single click. Photo manager option is available for photo and family photo also. Ⓒ (for details refer section Manage your photos page number 47)

  - Software will assign photos to the data in the sequential manner. Please make sure you have arranged the photos in the folder in the same serial order they are in excel sheet.

For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

- The next tab is 'Signature' tab. Go to 'Signature' tab to insert authority signature and signatures of ID Card holders in the ID Cards.



'Signature' tab

- Select the signature folder from 'Signature Folder' option in 'Signature' tab. From 'Browse' button ① you can browse through your computer and select the folder where you have stored the signatures. These signatures are of actual ID Cards holders.

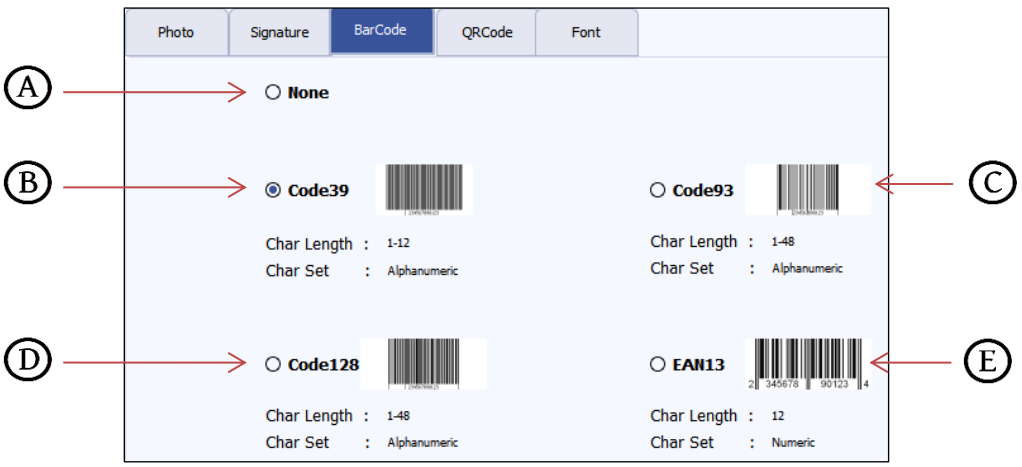
- For the 'Signature Folder' option you have an additional option of 'Photo Manager' window ②. Through this option you can rename, resize your photos to make them usable in ID Cards. (for details refer section Manage your photos page number 47)

- Software will assign signatures to the data in the sequential manner. Please make sure you have arranged the signatures in the folder in the order they are in excel sheet.

- You can also assign authority signature to the ID Cards. Select the path for authority signature from the 'Browse' button ① located next to the 'Authority Signature' option.

For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

➢ You can also add Bar codes to the ID Cards from 'Bar Code' tab.



'Bar Code' tab

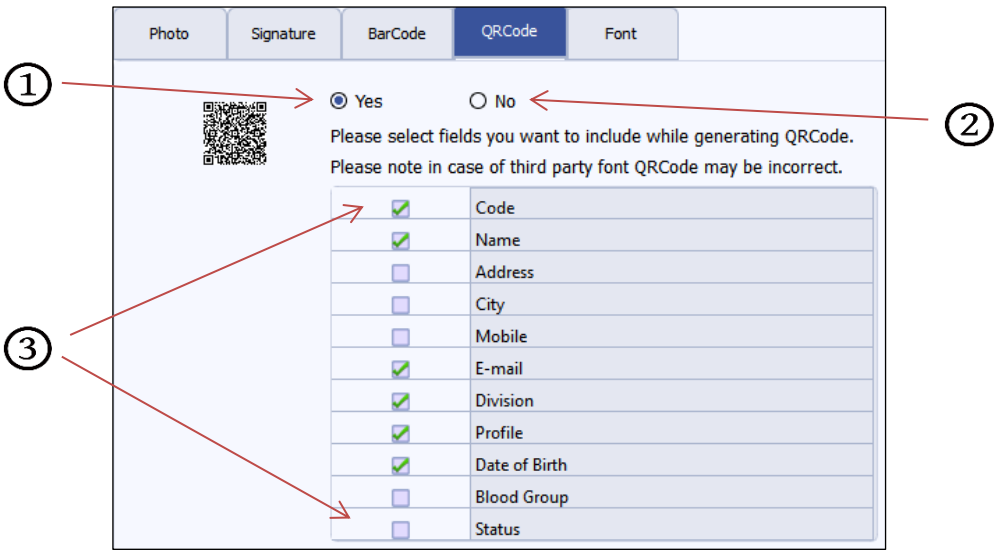
- ID Card Xpress lets you generate Barcode in any of the following four types.

  ✓ Code39: Ⓑ This is an Alphanumeric Barcode containing character set with character length from 1 to 12 characters.

- ✓ Code93: Ⓒ This is an Alphanumeric Barcode containing character set with character length from 1 to 48 characters.
- ✓ Code128: Ⓓ This is an Alphanumeric Barcode containing character set with character length from 1 to 48 characters.
- ✓ EAN13: Ⓔ This is a Numeric Barcode containing 12 characters.

- A sample preview of the Barcode is available next to each Barcode type for the convience of the user.
- If the user don't want to add Barcode to the ID Card then select the 'None' option Ⓐ available in the 'Barcode' tab.

➢ You can also add QR code along with Barcode into your ID Card. Go to QR code tab to insert QR code into your ID Cards.

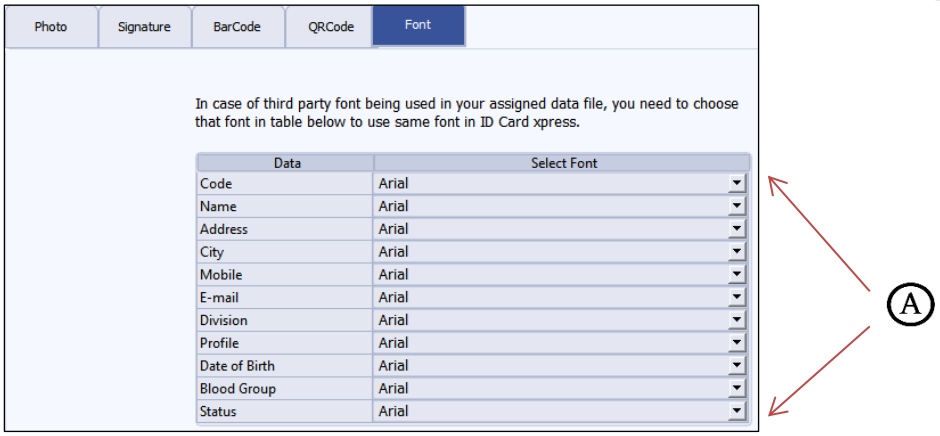


'QR Code' tab

- In the tab, you will see two options. i.e. 'Yes' ① or 'No' ②.
- Click on 'Yes' ① to display the QRcode on the ID Card, here you will see that new fields gets visible on the tab..
- Check the fields ③ which you want to add to the QR Code.
- A sample preview of the QR Code is available in the tab itself for the convenience of the user.
- Please note that if you have prepared excel sheet in third party font, the QR code may be in correct.
- Clicking on 'No' ② makes all the fields dissappear.

For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

➢ Next tab is 'Font' tab. Go to font tab to choose the font for the data fields in the excel sheet.



'Font' tab

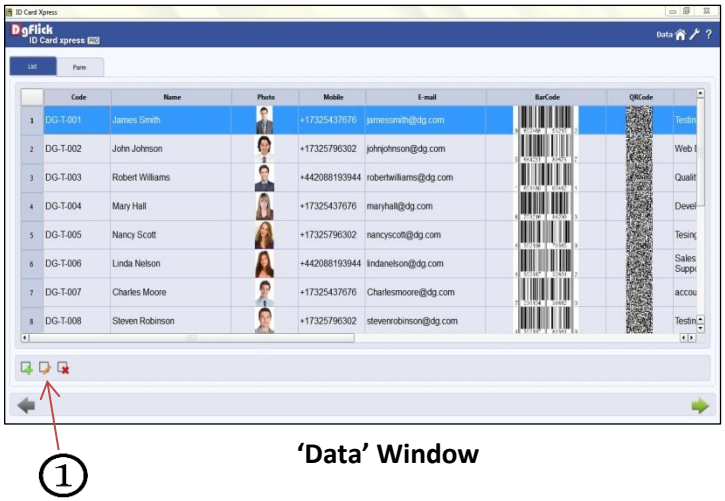
- When you prepare excel sheet, sometimes you put some data in the third party font. At this time to make the data insert able in the ID Card accurately you can choose the same font from the drop down menu Ⓐ for that field separately.

  For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

- After selecting all the fields, click on 'Next' button to go to 'Data' Window.

'Data' Window

- You can see all the excel data here; you can also see the Barcode and QR Code generated.



'Data' Window

- There are two tabs in 'Data' window. 'List' tab and 'Form' tab.

- In 'List' tab, you can see the data you inserted in excel sheet, the photos, family photos you assigned, signatures, authority signature, barcode generated and QR code generated.

- You can verify all the data here itself.

- If you find any data incorrect or you want to add more information, then on 'Data' Window you have an option for adding or editing data.

- You can add or edit the data in two ways: The process for data editing is as follow:

- First way is firstly select the ID you want to edit and go to 'Form' tab and then press 'Edit' icon ① located at the bottom left corner of the 'Data' window.
- Second way is select the ID you want to edit and press 'Edit' button located at the bottom left corner of the 'Data' window. You will be redirected to the 'Form' tab where you can edit the fields as per your requirements..

➢ Lets have a look on what a 'Form' tab is.

- You will see the details of selected ID in the 'Form' tab of 'Data' Window.
- You will find 'Add'Ⓐ, 'Edit'Ⓑ and 'Delete'Ⓒ options to Add, Edit or Delete data below ID Card details.

'Data' window …. 'Form' tab

- From 'Add' button Ⓐ you can add details of new ID Card.
- After adding data click on 'Save' to save the new ID Card.
- You will see the details of newly added ID Card in 'List' tab of 'Data' Window.
- From 'Edit' button Ⓑ you can edit details of already existing ID Cards.
- Here when you click on Edit, Two new options gets visible. They are as follow:

  ✓ 'Edit Photo' : This is 'Edit Photo' option. Through this option we can edit photo, change Background, give Lasso, Chroma effect or give various effects like BCG, RGB, Curve, Level, Blur, Colorize, Feather, Opacity, Crop and Rotate (for Details Refer Section Photo Editing). This option is available for Photo, Family Photo, Signature and Authority Signature.

  ✓ If you want to change the photo, then click on photo. 'Photo Manager' Window will get opened. Select the desired photo you want to place in ID Card and click on at the bottom right corner of 'Photo Manager' Window (for Details Refer Section 'Photo Manager Window').

  ✓ In similar way you can change Family Photo, Signature or Authority Signature.

- ✓ 'Delete Photo' : This is a delete photo option. Through this option you can delete photo. This option is available for Photo, Family Photo, Signature and Authority Signature.

- After editing data click on 'Save' Ⓔ to save the changes made.
- From 'Delete' button Ⓒ you can permanently delete selected ID Card data.
- Navigate the ID data from 'Navigator' Ⓓ.

➢ After making necessary changes click on 'Next' Ⓕ to go to 'Select Design' Window.

'Select Design' Window

➢ On the 'Select Design' Window you can select Designs for the ID Cards. Here Designs are available in Landscape, Portrait, Single and Duplex Style.

'Select Design' Window

➢ Click on 'Adjust Thumbnail Size' ① to zoom in/out the Designs.

➢ You can filter the parameters for Design according to Orientation, Photos, Type and Color.

➢ Select the Designs you want for your ID Cards by clicking on them. The selected ones have a green tick symbol on the top left-hand corner.

➢ You can select multiple Designs at a time.

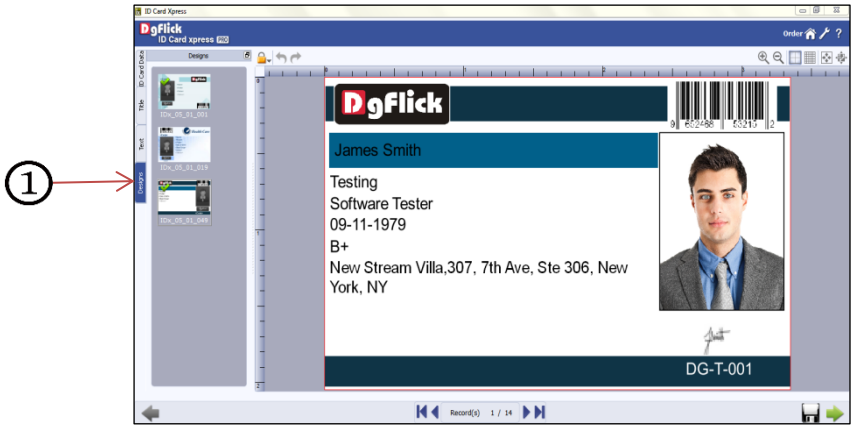
➢ After selecting the Designs, click on 'Next' ② to go to 'Order' Window.

'Order' Window

➢ In 'Order' Window you can view created ID Card.

'Order' Window

- Click on project name tab Ⓐ to select or deselect ID data for exporting.
- Select the data by clicking on the checkbox Ⓑ located at the extreme left of the field.
- Click on 'Select All' button Ⓒ to select all the data.
- Click on 'Deselect All' button Ⓓ to deselect all the data.
- Click on 'Design' tab ① to view the Designs selected in Select Design Window.
- Double click on the Design to apply.



'Order' Window … 'Design' tab …. Design changed

- Select all the deisgns if you want to export the same data with all the Designs.
- The ID Card Project is now ready to export.

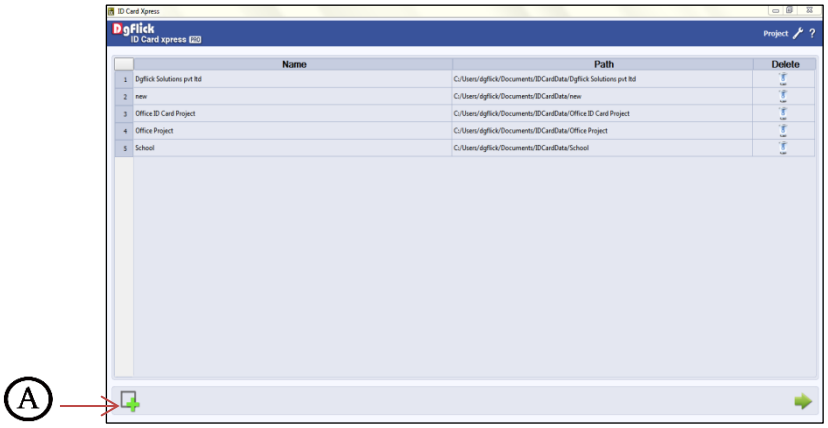
Easy Way of Creating ID Cards

You can create ID Cards without assigning excel sheet also. This section guides you for how to insert data manaually for ID Cards.

The Process
'Project' Window

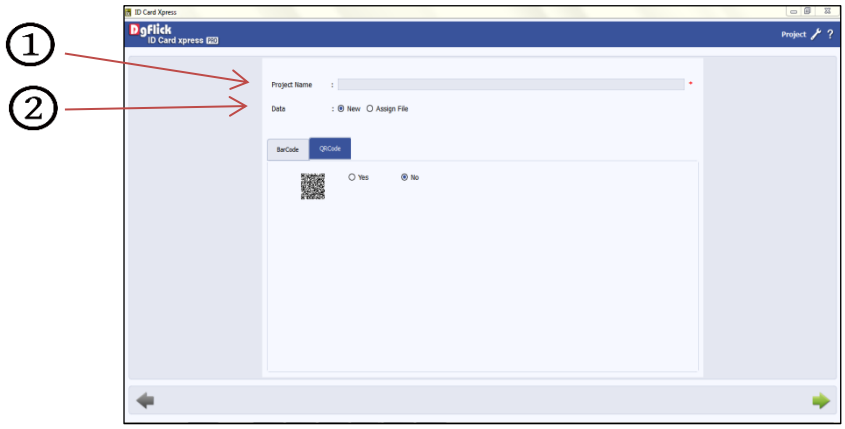
Create your own projects from 'Projects' Window.

- The 'New Project' button Ⓐ located at bottom left corner of the 'Project' window lets you create new projects.



'Project' Window

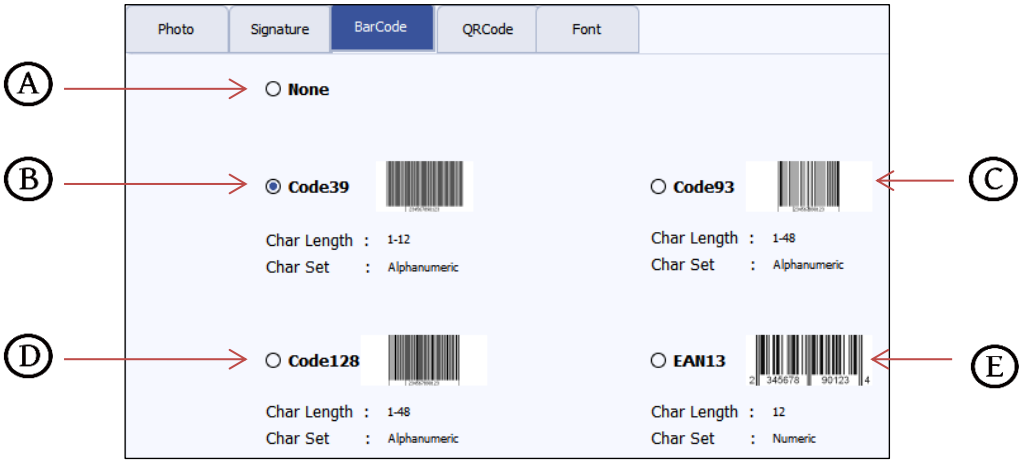
- A new window will appear on the screen. Here you can create new ID project.



'Project' window …. Creating new project

- Give your project a name from 'Name' option ①.
- Inserting the project name is mandatory. You cannot proceed without giving a name to the project.
- Next option you can see is 'Data' option ②. ID Card Xpress gives you an option of assigning Excel data sheet to auto generation of ID Cards and assign data manually as well. To assign excel sheet select 'Assign File' option given in front of 'Data' option and to enter data manually select 'New' option.
- Now select 'New' option to enter data manually.
- Below 'Data' option you can see 2 tabs are available. From these tabs you can assign generate bar code and QR Code for ID Cards.
- You can add Bar codes to the ID Cards from 'Bar Code' tab.

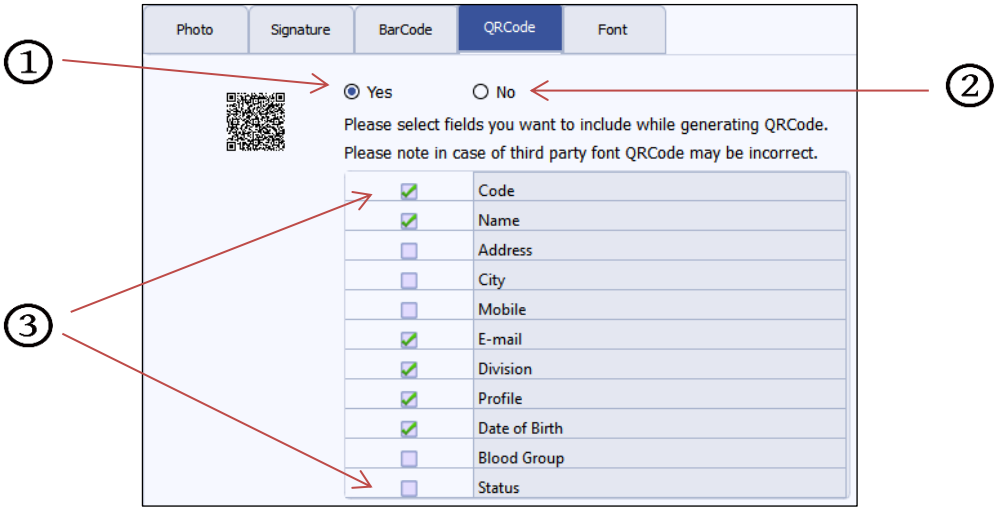
- ID Card Xpress lets you generate Barcode in any of the following four types.
  - ✓ Code39: Ⓑ This is an Alphanumeric Barcode containing character set with character length from 1 to 12 characters.
  - ✓ Code93: Ⓒ This is an Alphanumeric Barcode containing character set with character length from 1 to 48 characters.
  - ✓ Code128: Ⓓ This is an Alphanumeric Barcode containing character set with character length from 1 to 48 characters.
  - ✓ EAN13: Ⓔ This is a Numeric Barcode containing 12 characters.



'Bar Code' tab

- A sample preview of the Barcode is available next to each Barcode type for the convenience of the user.
- If the user don't want to add Barcode to the ID Card then select the 'None' option Ⓐ available in the 'Barcode' tab.

➢ You can also add QR code along with Barcode into your ID Card. Go to QR code tab to insert QR code into your ID Cards.



'QR Code' tab

- In the tab, you will see two options. i.e. 'Yes' ① or 'No' ②.

- Click on 'Yes' ① to display the QRcode on the ID Card, here you will see that new fields gets visible on the tab..
- Check the fields ③ which you want to add to the QR Code.
- A sample preview of the QR Code is available in the tab itself for the convenience of the user.
- Please note that if you have prepared excel sheet in third party font, the QR code may be in correct.
- Clicking on 'No' ② makes all the fields dissappear.

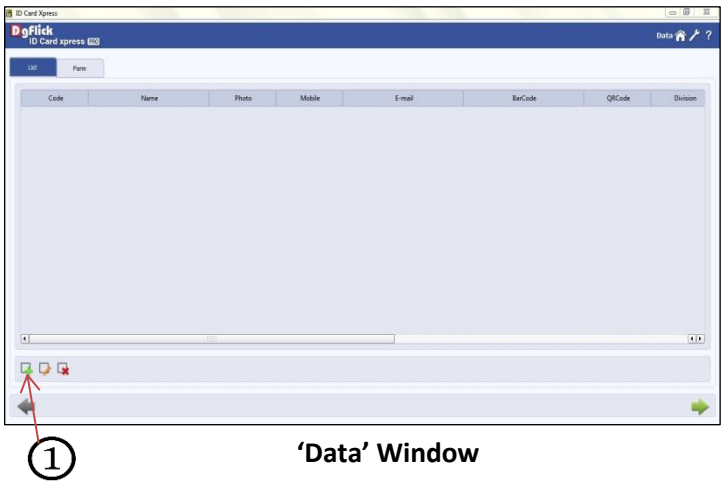
For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

➢ After selecting all the fields, click on 'Next' button to go to 'Data' Window.

'Data' Window

➢ You will see Blank fields in 'Data' Window. From these tabs you can generate Barcode and QR Code manually for ID Cards.

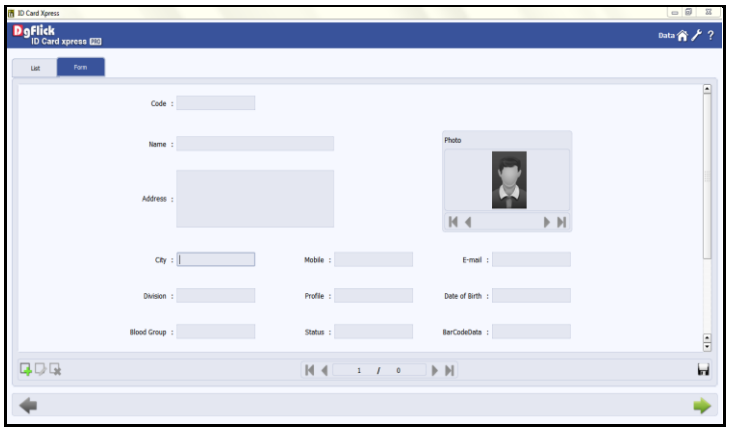
➢ Here you will have to enter the data manually.



'Data' Window

➢ Click on 'Add' to add data manually.

➢ You will be redirected to the 'Form' tab where you need to insert the corresponding fields like Code, Name, Address, City, Mobile, E-mail, Division, Profile, Date of Birth, Blood Group, Status and Bar Code Data.

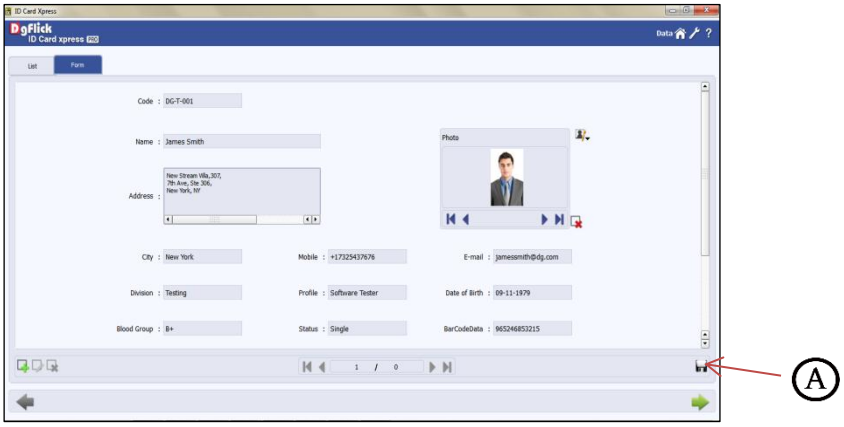


'Data' window …. 'Form' tab …. Blank fields

- To insert photos click on the dummy photo, here you will be redirected to a 'Photo Manager' Window where you can select the path for the folders and also edit the photos.

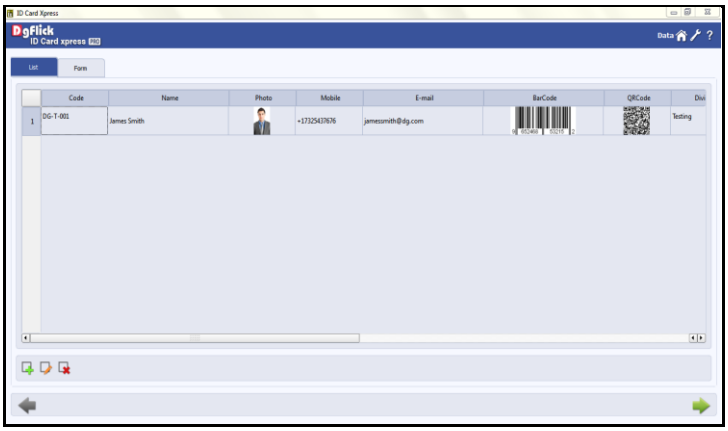
'Photo Manager' Window

- Select the required photo and click on to go to the 'Data' Window.
- Similarly you can insert Family Photo, Signature and Authority Signature.
- You can also edit your photo from 'Edit Photo' option displayed at the right side of the photo tab. From here you can also change background or can give Lasso and Chroma effect to the photos.(Refer Section Advance Photo Editing)



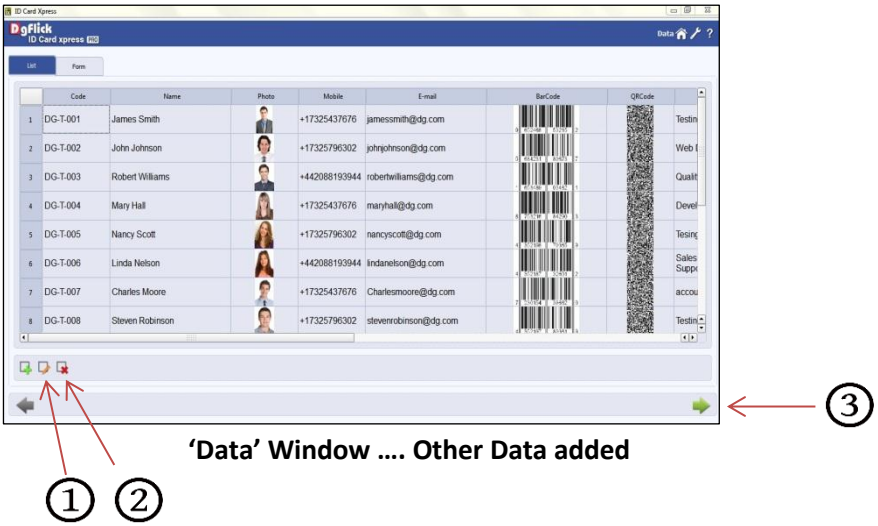
'Data' Window ….. 'Form' tab …. Inserting data manaually

- After inserting all the necessary fields click on 'Save'Ⓐ to save the data.
- You can see your inserted data here in the 'List' tab.



'Data' Window …. ID Card Data added

- In same way, you can insert data for other ID Cards also.



'Data' Window …. Other Data added

- From 'Edit' button① you can edit details of already existing ID Cards.
- From 'Delete' button ②you can permanently delete selected ID Card.
- After manually inserting all the fields click on 'Next'③ to go to the 'Select Design' Window.

'Select Design' Window

- On the 'Select Design' Window you can select Designs for the ID Cards. Here Designs are available in Landscape, Portrait, Single and Duplex Style.
- Click on 'Adjust Thumbnail Size' ①to zoom in/out the Designs.
- You can filter the parameters for Design according to Orientation, Photos, Type and Color.

'Select Design' Window

- Select the Designs you want for your ID Cards by clicking on them. The selected ones have a green tick symbol on the top left-hand corner.
- You can select multiple Designs at a time.
- After selecting the Designs, click on 'Next'② to go to 'Order' Window.

'Order' Window

In 'Order' Window you can view your ID Cards created.

'Order' Window

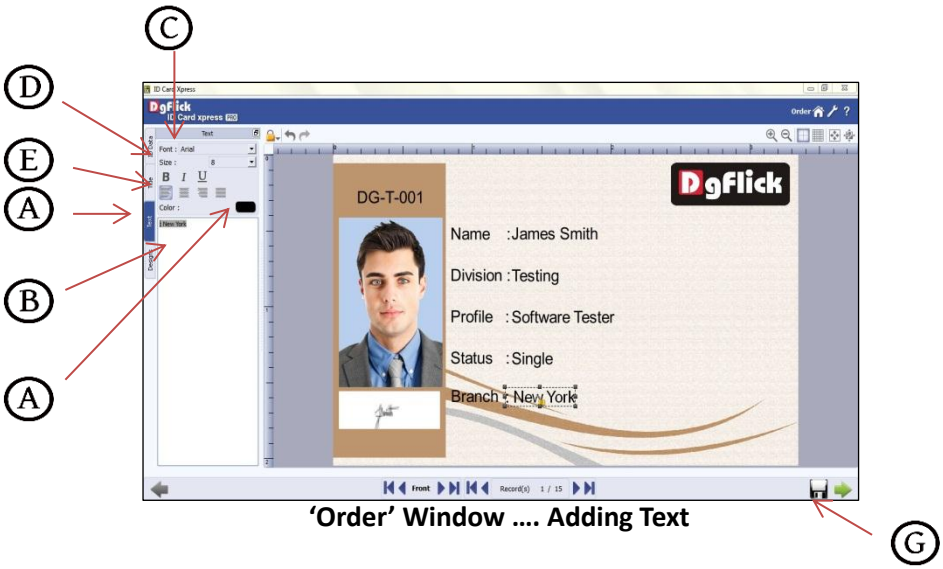
- Click on project name tab Ⓐ to select or deselect ID data for exporting.
- Select the data by clicking on the checkbox Ⓑ located at the extreme left of the field.
- Click on 'Select All' button Ⓒ to select all the all the data.
- Click on 'Deselect All' button Ⓓ to deselect all the data.

- Navigate through the front and back side of Duplex ID Card from this 'Front' 'Back' navigator Ⓔ.
- Navigate through different ID Cards from this 'Navigator' Ⓐ.
- Click on the 'Title' tab ① to add or amend a title in ID Card.
- The empty white field ② can be used to type in the title you wish to add to all the ID Cards.
- You can change the following parameters for the title:
  - Font from font dropdown menu ③,
  - Font size from size dropdown menu ④,
  - Font Style from various style options ⑤,
  - Font Color from color palette or color picker ⑥,
  - Ready presets can be used from available options ⑦.
- After adding title to ID Card, make sure you save the changes by clicking on 'Save' button ⑧.
- ID Card Xpress have an advance feature of auto updating the title to all the ID Cards once you save it to any of the ID Card. This helps you to complete the work faster.

'Order' Window …. Inserting Title

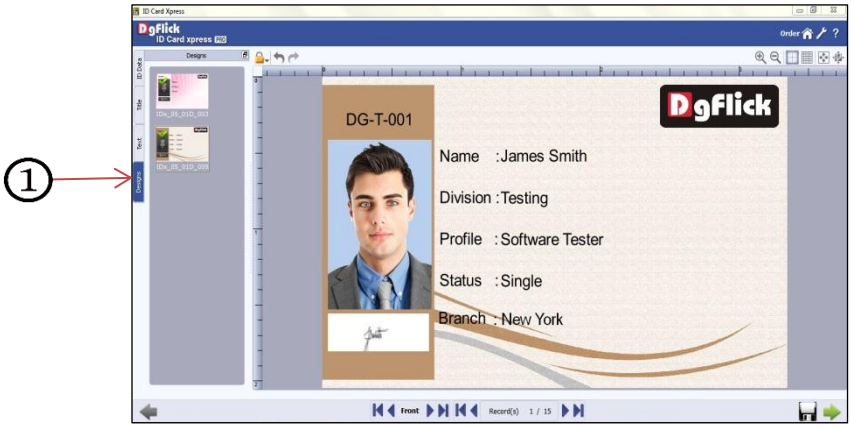
- Click on the 'Text' tab Ⓐ on the option bar to insert text to your Designs if required.
- The empty blank field Ⓑ can be used to type in the Text you wish to add.
- You can change the following parameters for the Text:
  - Font from font dropdown menu Ⓒ,
  - Font size from size dropdown menu Ⓓ,
  - Font Style from various style options Ⓔ,
  - Font Color from color palette or color picker Ⓐ,
- After adding Text to ID Card, make sure you save the changes by clicking on 'Save' button Ⓖ.
- ID Card Xpress have an advance feature of auto updating the Text to all the ID Cards once you save it to any of the ID Card. This helps you to complete the work faster.

For any individual change in the data fields go back to the 'Data' window, make the changes and generate the order again.



'Order' Window …. Adding Text

- Click on 'Design' tab ① to view the Designs selected in Select Design Window.



'Order' Window

- Double click on the Design to be applied.
- Select all the deisgns if you want to export the same data with all the Designs.
- The ID Card Project is now ready to export.

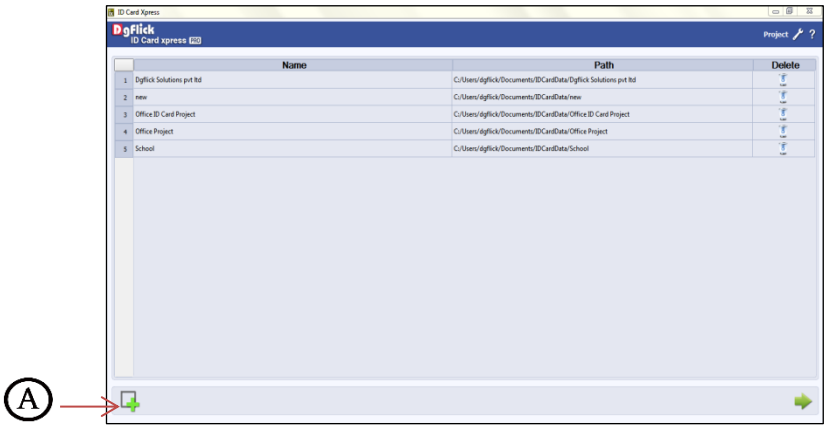
Smart Way of Creating ID Cards

The Process
'Project' Window

Create your own projects from 'Projects' Window.

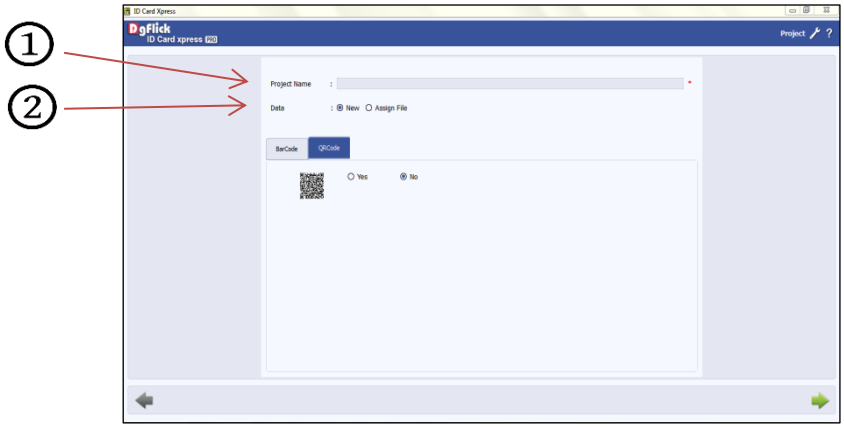
- The 'New Project' button Ⓐ located at bottom left corner of the 'Project' window lets you create new projects.
- A new window will appear on the screen. Here you can create new ID project.

- Give your project a name from 'Name' option ①. Inserting the project name is mandatory. You cannot proceed without giving a name to the project.



'Project' Window

- Next option you can see is 'Data' option②. ID Card Xpress gives you an option of assigning Excel data sheet for auto generation of ID Cards. To assign excel sheet select 'Assign File' option given in front of 'Data' option.



'Project' window …. Creating new project

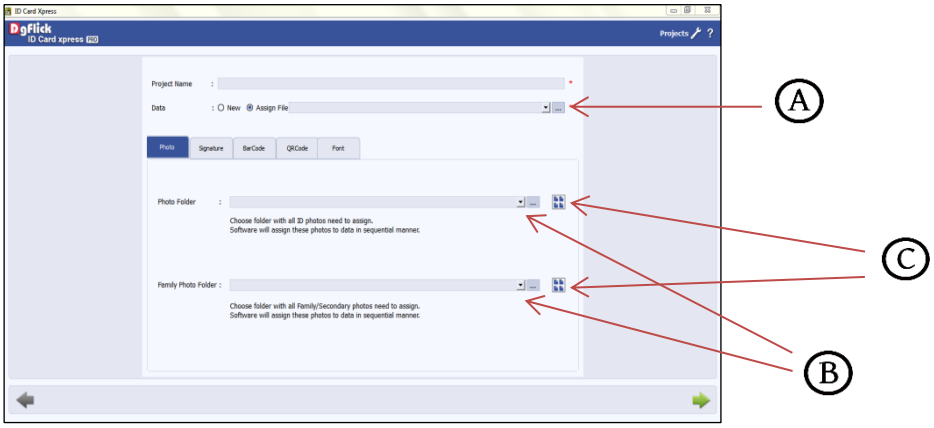
- Select 'Assign File' Option to use your created excel sheet along with the photo and signature, new options get visible.

- Select the path for your excel sheet by clicking on the 'Browse' option located at the right of the 'Data' option. Choose the path where your excel sheet is saved.

- Points to keep in mind while creating excel sheet. (Refer Section Easy Steps to have Your Excel Data in ID Card Xpress page no 09)

- Below 'Data' option you can see 5 new tabs are available. From these tabs you can assign photos, signatures, generate bar code and QR Code and select font for the different fields of ID Cards. We will see each tab in detail. First start with 'Photo' tab.

- Click on 'Photo' tab to insert photos and family photos for the ID Card.
  - Select the folder for the photos from this 'Browse' button Ⓑ.
  - If you want, you can insert Family Photos from the 'Browse' button. Ⓑ



'Project' window …. Creating new project by assigning Excel sheet

- In the version of ID Card Xpress, we have given you additional feature of Photo Manager here itself. With this feature you can color correct, rename, resize and rotate your multiple photos in a single click. Photo manager option is available for photo and family photo also. Ⓒ (for details refer section Manage your photos page number 47)

- Software will assign photos to the data in the sequential manner. Please make sure you have arranged the photos in the folder in the same serial order they are in excel sheet.

For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

➢ The next tab is 'Signature' tab. Go to 'Signature' tab to insert authority signature and signatures of ID Card holders in the ID Cards.

- Select the signature folder from 'Signature Folder' option in 'Signature' tab. From 'Browse' button ① you can browse through your computer and select the folder where you have stored the signatures. These signatures are of actual ID Cards holders.

- For the signature folder option you have an additional option of 'Photo Manager' window ②. Through this option you can rename, resize your photos to make them usable in ID Cards. (for details refer section Manage your photos page number 47)

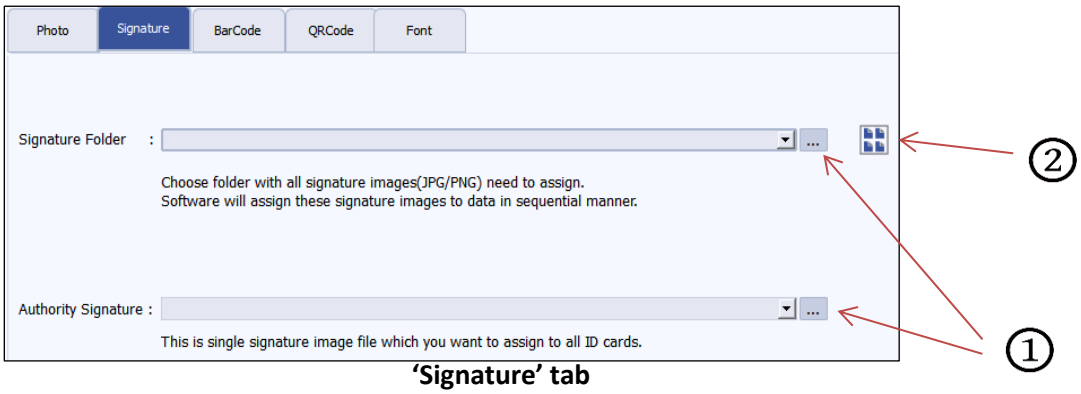


Photo
Signature
BarCode
QRCode
Font
Signature Folder :
Choose folder with all signature images(JPG/PNG) need to assign.
Software will assign these signature images to data in sequential manner.
Authority Signature :
This is single signature image file which you want to assign to all ID cards.
②
①

'Signature' tab

- Software will assign signatures to the data in the sequential manner. Please make sure you have arranged the signatures in the folder in the order they are in excel sheet.

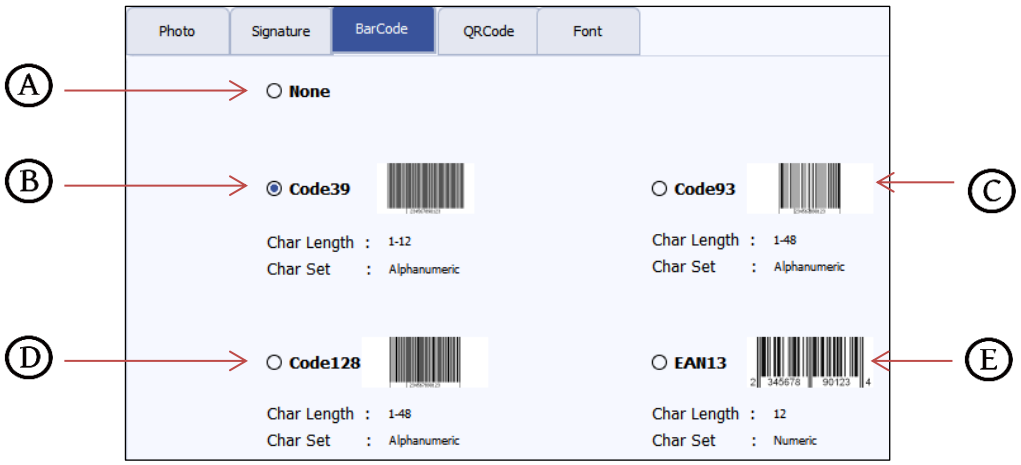
- You can also assign authority signature to the ID Cards. Select the path for authority signature from the 'Browse' button ① located next to the 'Authority Signature' option.

For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

➢ You can also add Bar codes to the ID Cards from 'Bar Code' tab.

- ID Card Xpress lets you generate Barcode in any of the following four types.

  ✓ Code39: Ⓑ This is an Alphanumeric Barcode containing character set with character length from 1 to 12 characters.
  ✓ Code93: Ⓒ This is an Alphanumeric Barcode containing character set with character length from 1 to 48 characters.
  ✓ Code128: Ⓓ This is an Alphanumeric Barcode containing character set with character length from 1 to 48 characters.
  ✓ EAN13: Ⓔ This is a Numeric Barcode containing 12 characters.



'Bar Code' tab

- A sample preview of the Barcode is available next to each Barcode type for the convenience of the user.

- If the user don't want to add Barcode to the ID Card then select the 'None' option Ⓐ available in the 'Barcode' tab.

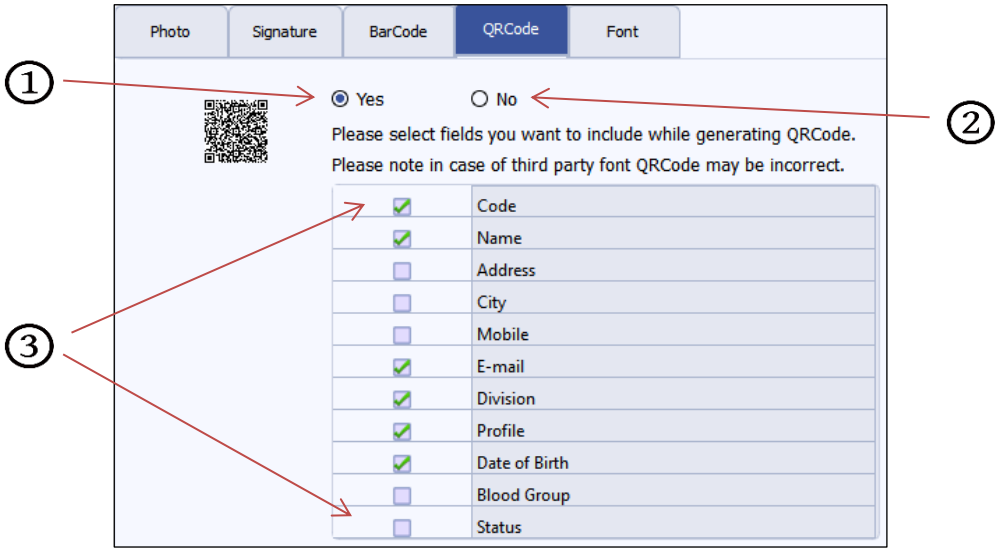
➢ You can also add QR code along with Barcode into your ID Card. Go to QR code tab to insert QR code into your ID Cards.

- In the tab, you will see two options. i.e. 'Yes' ① or 'No' ②.

- Click on 'Yes' ① to display the QRcode on the ID Card, here you will see that new fields gets visible in the 'QR Code'tab.

- Check the fields ③ which you want to add to the QR Code.

- A sample preview of the QR Code is available in the tab itself for the convenience of the user.
- Please note that if you have prepared excel sheet in third party font, the QR code may be in correct.

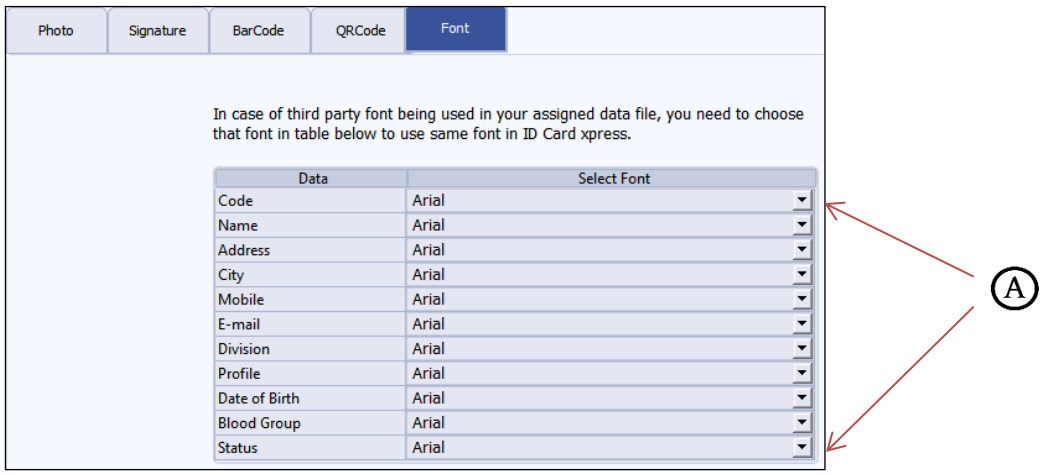


'QR Code' tab

- Clicking on 'No' ② makes all the fields dissappear.

For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

- Next tab is 'Font' tab. Go to font tab to choose the font for the data fields in the excel sheet.
- When you prepare excel sheet, sometimes you put some data in the third party font. At this time to make the data insert able in the ID Card accurately you can choose the same font from the drop down menu Ⓐ for that field separately.



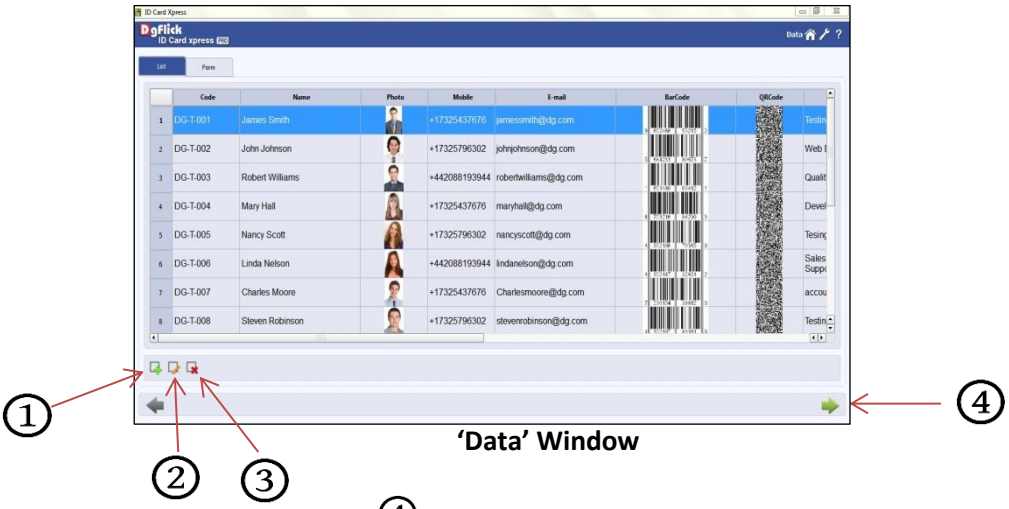
'Font' tab

For the convenience of the user, ID Card Xpress gives you instructions at the required field. User is requested to read these instructions carefully.

- After selecting all the fields, click on 'Next' button to go to 'Data' Window.

'Data' Window

- You can see all the excel data here; you can also see the Barcode and QR Code generated.
- There are two tabs in 'Data' window. 'List' tab and 'Form' tab.
- In 'List' tab, you can see the data you inserted in excel sheet, the photos, family photos you assigned, signatures, authority signature, barcode generated and QR code generated.
- You can verify all the data here itself.
  - From 'Add' button ① you can add details of new ID Card.
  - From 'Edit' button ② you can edit selected ID Card.
  - From 'Delete' button ③ you can permanently delete selected ID Card data.



'Data' Window

- After making necessary changes click on 'Next' ④ to go to 'Select Design' Window.

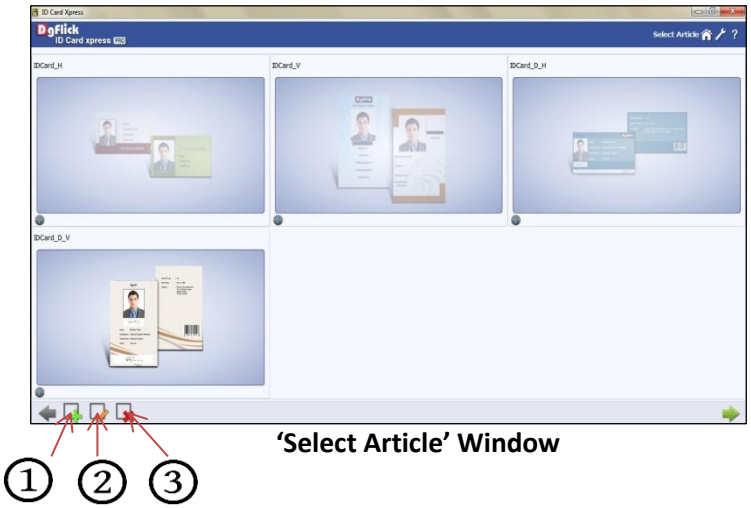
'Select Design' Window

- In 'Select Design' window you will get various ID Card Designs. Here you can create your own Size and Designs.

The 'Select Design' Window with the 'Add', 'Edit' and 'Delete' options

- At the lower left-hand corner of the screen you will see the 'Add' Ⓐ, 'Edit' Ⓑ and 'Delete' Ⓒ options.

- Click on 'Add' button Ⓐ to add a new ID Card Design on the 'Select Design' Window.
- Here you will see the standard in-built ID Card sizes or Articles.
- You can create new Design for your ID Card by selecting any predefined article size or you can create new size for ID Card by 'Add' Button ① or you may edit any in-built Article size to suit your requirement by 'Edit' button ② or you may delete any unwanted article size permanently with the help of 'Delete' button ③.

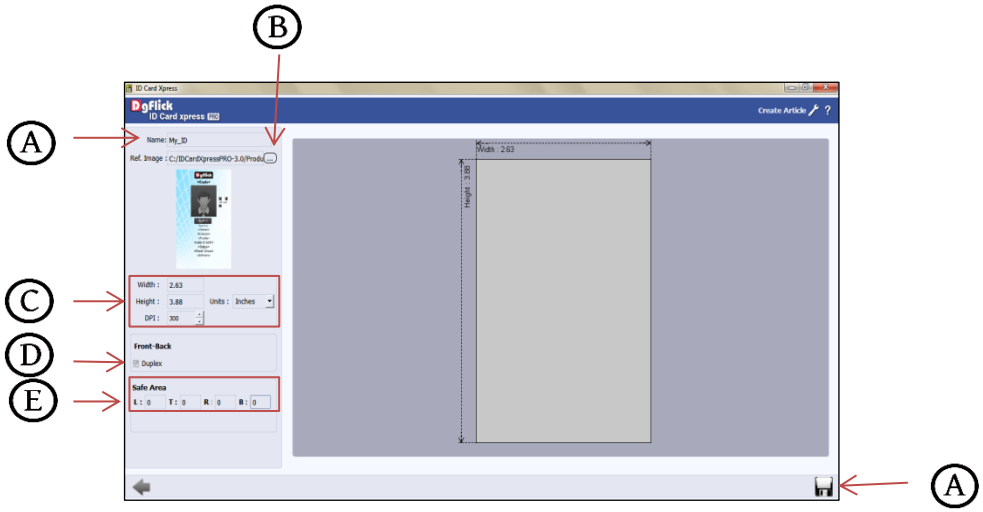


'Select Article' Window

- Click on 'Add' button ① to add the new size of Article.

'Create Article' Window

- On the next Window – 'Create Article' window, – fill in the fields corresponding to:
  - 'Name': Ⓐ The name you want for your new article,
  - 'Ref. Image': The image you want for your article, Clicking on the 'Browse' icon Ⓑ to the right of this field lets you choose the reference image from the path in which you saved it.



'Create Article' Window …. Creating new Article size

  - Fill in the parameters like width, height, units and DPI Ⓒ.

- If you want a duplex ID Card with front and back printing check the 'Duplex' check box Ⓓ.
- Define the safe area like left, right, top and bottom Ⓔ.

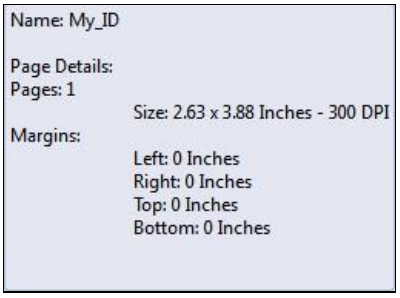
➢ After adding all the details click on 'Save' icon Ⓐ to save the created article.

! Leaving either the 'Name' or the 'Ref. Image' field blank will not allow you to save the article.

New Article created

➢ The new article is created and can be viewed along with the predefined articles.

➢ Keep mouse pointer on to view the details of any particular Article.



! At any point during the process, you could click on the 'Back' button located at the bottom left corner of the window to go back to the previous Window. On clicking this button, you are offered the chance to save/not to save your changes or cancel the 'Back' command. You could also click on 'Home' button to go back to the home page.

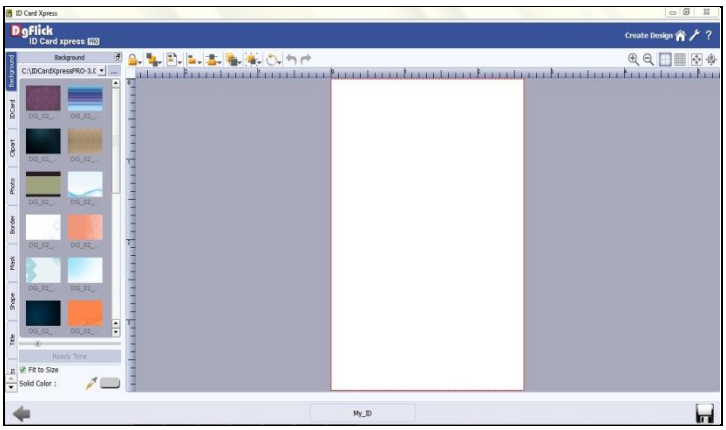
➢ After creating your own size or article it's time to create your own Design.

➢ Select desired size for ID Card design and click on 'Next' button located at the bottom right corner to go to 'Create Design' Window.

'Create Design' Window

➢ You will be redirected to the 'Create Design' window where you can see a blank page to Design your ID Card.

Before starting with the actual Design process, let's have a look over the common features and tool bar which will help you to Design your ID Card more easily.



'Create Design' Window

Common Features

- **:** This lets you change to the path of your choice to select photos, backgrounds, clip-arts, borders and masks. In most instances, the last 15 paths accessed will be displayed for use and reference, once this option is selected.
- : Can be used for adjusting thumbnail sizes.
- : Can be used to reset the changes done.
- **Color Indicator on the Photo:** On clicking the 'Photo' tab on the left of the screen, the photos to be used is displayed. A green tab indicates that the photo has been used on another page. A blue tab indicates that the photo is being used on the current page. The number in the tab indicates the number of times the photo has been used.
- **Ruler:** Horizontal and vertical rulers are available to help align photos on the page. The rulers can be seen on the top and left of the page and can be activated by clicking on them. The rulers can then be dragged onto the page and photos can be aligned against them.
-

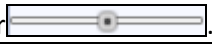
: This helps one to navigate through the front and Back sides of the ID Card if you choose Duplex ID Card Design.
- **Photo Quality Indicator:** The quality of photos used must be good to ensure clarity in the final product. ID Card Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.

The Tool Bar

The tool bar at the top of the screen has a variety of options that makes ID Card Xpress user friendly and easy to work with. These options are explained in Table below.

Table: The Tool Bar

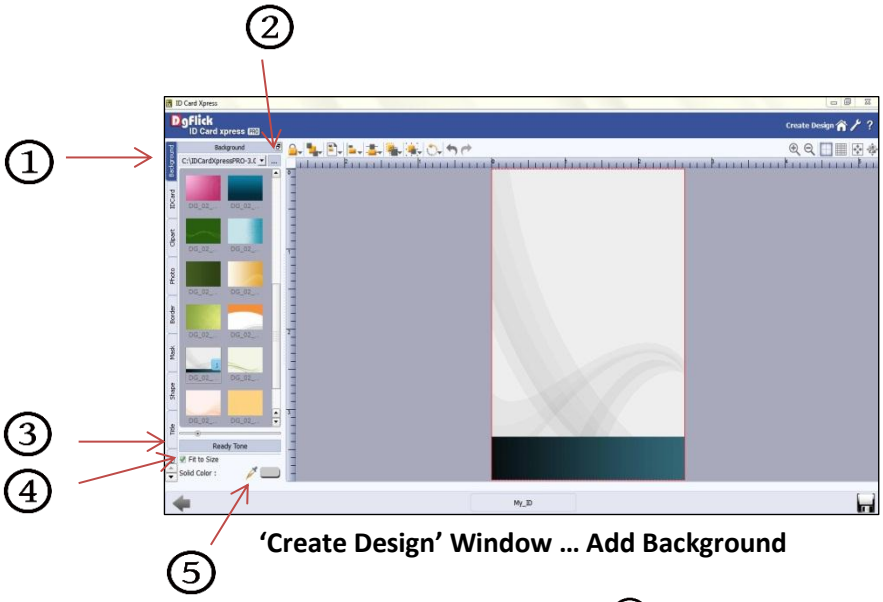
Icon	Use
<Lock>	Can be used to lock or unlock the photos as per the requirement.

<Arrange objects>	The four options in this tool – Send to Back, Send Backward, Bring to Front, Bring Forward – helps in moving objects forward and backward depending on the page layout. Click on the object and then choose the option required to move the photo accordingly.
<Page based alignment>	This option can be used to move the object around with respect to the page. Click on the object and then select the option on the bar to apply the changes.
<Object based alignment>	This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.
<Equal spacing>	Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.
<Equal size>	Helps to equalize the size of photos on a page. Select the photos for which you wish to make size changes. Then click on this tool and select the parameter for equalizing: Width, Height and Size.
<Group/Ungroup>	Group and ungroup elements on the page. Grouping (select objects to be grouped and then click on the tool and select 'Group' option) ensures that the photos that are grouped move together as one unit with the spacing intact. To move an element of a group individually you need to ungroup the elements (click on the grouped photo and select 'Ungroup' option).
<Rotate object>	Rotates the object. To rotate the object as per your requirements, click on the tool and alter the x, y and z axis. You could also rotate it by 90 or 270 degrees and flip them vertically or horizontally . You could also rotate the image manually by using and entering the value of your choice or using the slider  .
<Edit photo>	Helps you to use enhance the photos.
<Undo>	To reset the changes you made to the page.
<Redo>	To redo a change you made to the page.
<Show/hide margins>	Shows/hides the margins on the page.
<Show/hide gridlines>	Shows/hides the gridlines on the page.
<Zoom in>	For zooming the page in.
<Zoom out>	For zooming the page out.
<Fit to screen>	Adjusts the page size such that the page fits the screen.
<Actual Size>	Shows the actual size of the page.

Starting with the Actual Design:

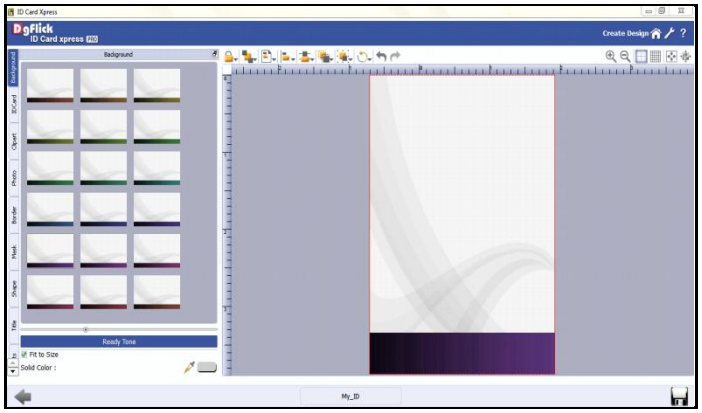
Add Background

- Click on the 'Background' tab ① on the option bar to select the background for your Design or to fill it with any solid color
- Besides the in-built backgrounds, you could access and select backgrounds that you have saved elsewhere by clicking on the 'Browse' button ②. The last 15 paths used can be viewed.
- To use a background, double click on it or drag and drop it on the canvas from the option bar.
- Uncheck the 'Fit to Screen' check box ④ on the left to expand the background on the page.



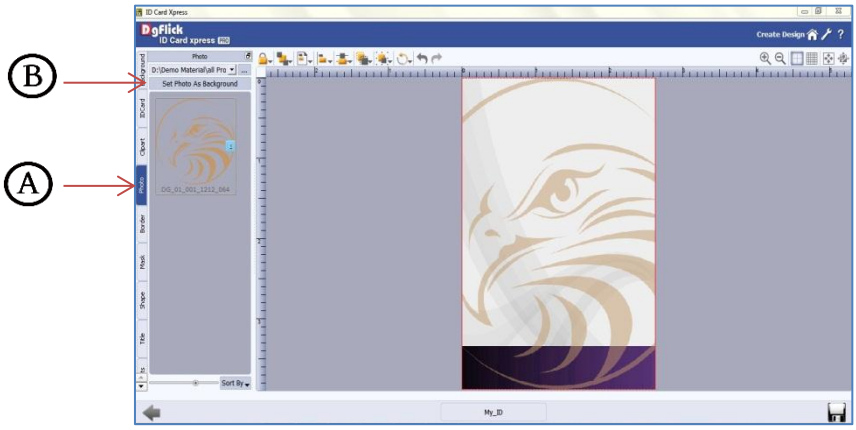
'Create Design' Window … Add Background

- To fill the canvas with one single solid color, click on 'Color Picker' ⑤ and place it on the color you wish to use as background for your ID Card. The whole page now gets a background of that color.
- Click on the 'Ready Tone' button ③ on the left panel to select from a range of 18 ready tones available for each background.
- To change the tone; double click on the chosen tone.



Background Ready Tone Applied

- You could also use a photo of your choice as the background for your Design. To do this, click on the 'Photo' tab Ⓐ to view the selected photos. Select the photo you want as background and click on 'Set Photo As Background' Ⓑ. The photo now serves as a background to the page. Here you can see that as you set the photo as background, its opacity get automatically set.

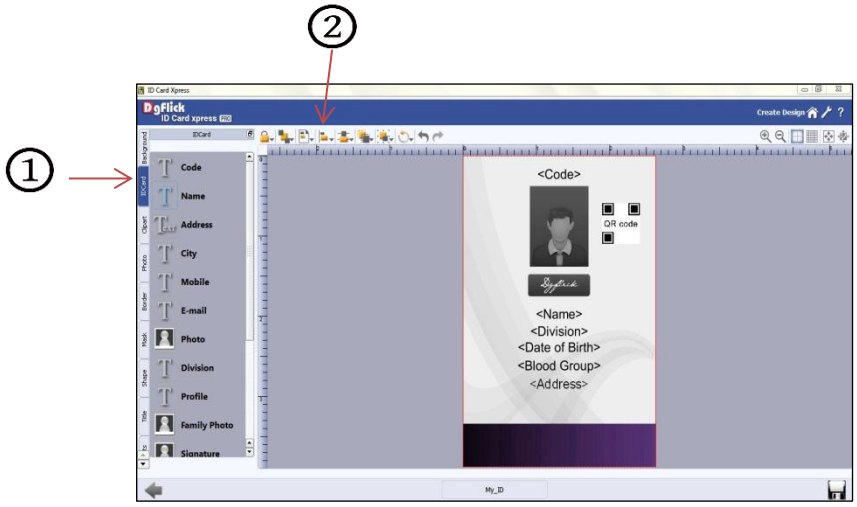


A photo as the background

- In this way you can add any photo as background for your ID Card if you want.

ID Card tab

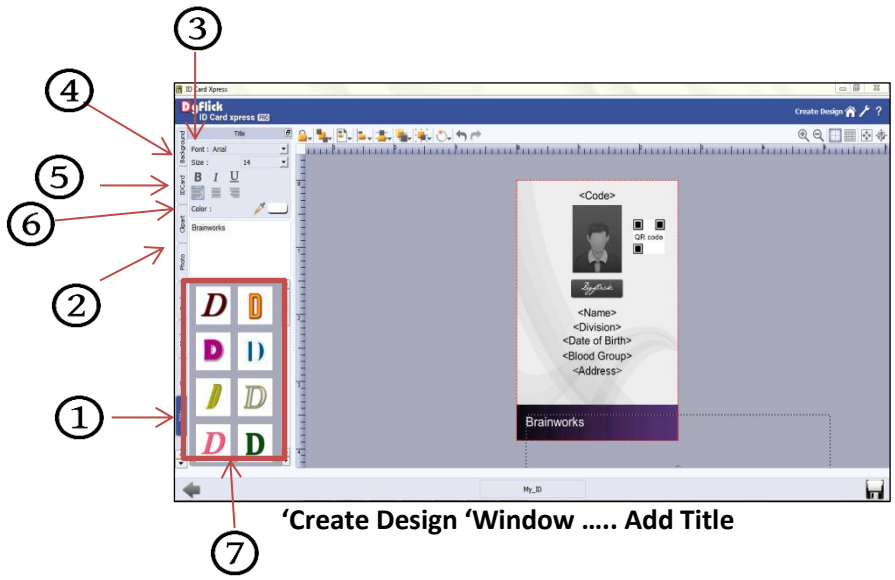
- Click on 'ID Card' tab ① to insert the data like code, name, address, city, mobile, photo, family photo and so on.
- Just click on the data you want to insert and align it according to your requirement. Use 'Object Based Alignment' tool ② to align your data fields.



'Create Design' Window …. Insert ID Data

Add Title

- Click on the 'Title' tab ① to add or amend a title in ID Card.
- The empty white field ② can be used to type in the title you wish to add to your ID Card.

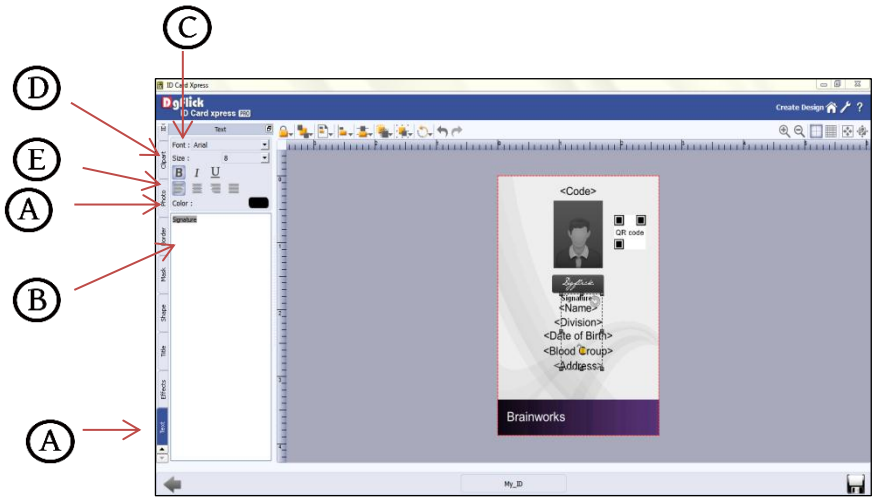


'Create Design 'Window ….. Add Title

- You can change the following parameters for the title:
  - Font from font dropdown menu③,
  - Font size from size dropdown menu④,
  - Font Style from various style options⑤,
  - Font Color from color palette or color picker⑥,
  - Ready presets can be used from available options⑦.

Add Text

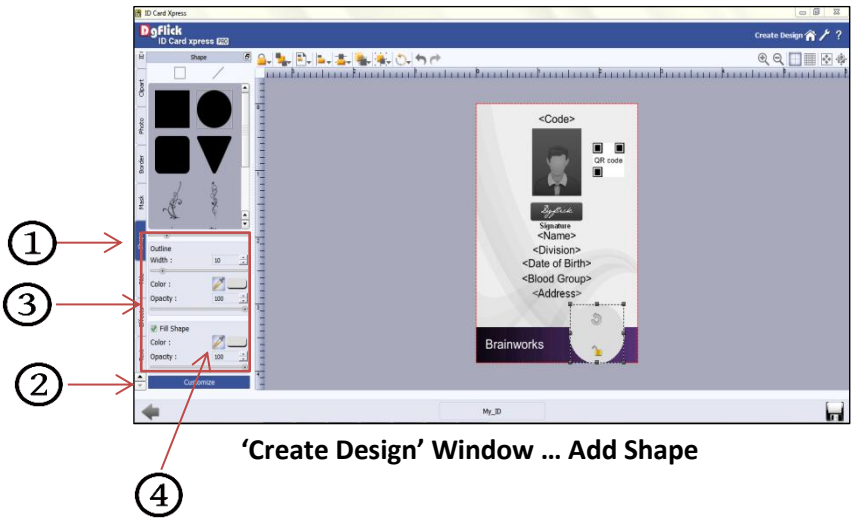
- Click on the 'Text' tab Ⓐ on the option bar to insert text to your Designs if required.
- The empty blank field Ⓑ can be used to type in the Text you wish to add.
- You can change the following parameters for the Text:
  - Font from font dropdown menuⒸ,
  - Font size from size dropdown menuⒹ,
  - Font Style from various style optionsⒺ,
  - Font Color from color palette or color pickerⒶ,



'Create Design' Window …. inserting text

Add Shape

- Click on 'Shape' tab ① on the option bar to select a shape you would like to add.

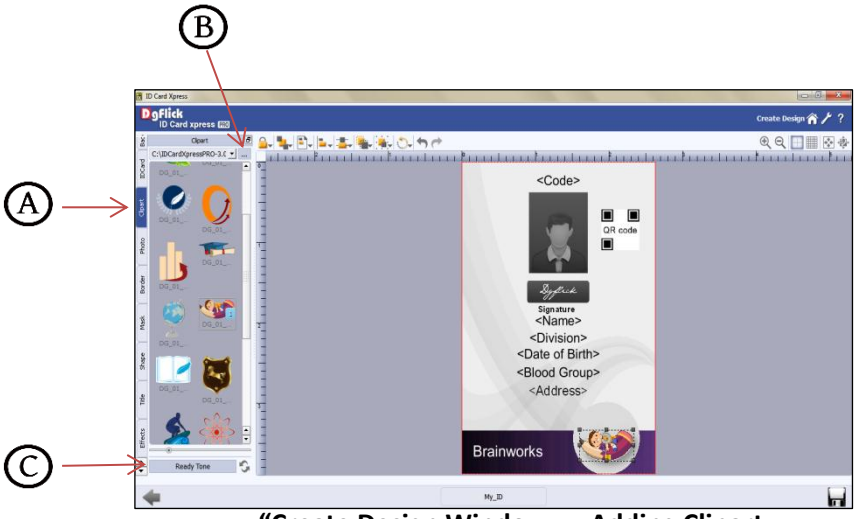


'Create Design' Window … Add Shape

- Double click on the shape or drag and drop onto the canvas.
- You can align and resize the shape or rotate it using on the shape.
- To customize the shape according to your requirement, click on 'Customize' ②.
- Use the sliders ③ on this window to modify the shape to suit your requirements.
- If you want to fill the shape, use the 'Color Picker' ④ to pick any color from the screen for your shape.

Add Clipart

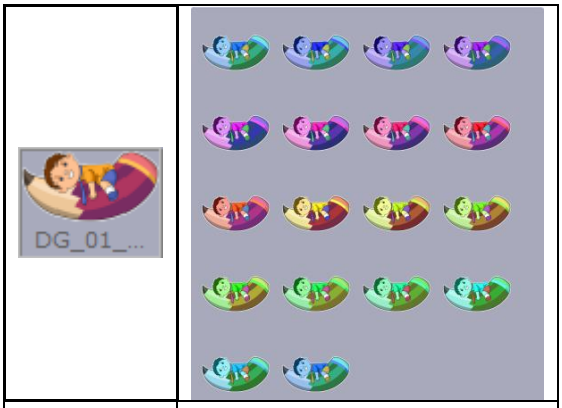
- Click on the 'Clipart' tab Ⓐ on the option bar for a listing on the available cliparts.
- Double click on the clipart of your choice or drag and drop it onto the canvas to use it on the page.



"Create Design Window …. Adding Clipart

- You could even use your own cliparts by accessing them using 'Browse' button Ⓑ, where the last 15 paths accessed are available.

- Click on 'Ready Tone' button Ⓒ to access the ready tones for the cliparts. There are 18 ready tones available for each clipart and you could use the color of your choice depending on your page setup by double clicking on the ready tone.



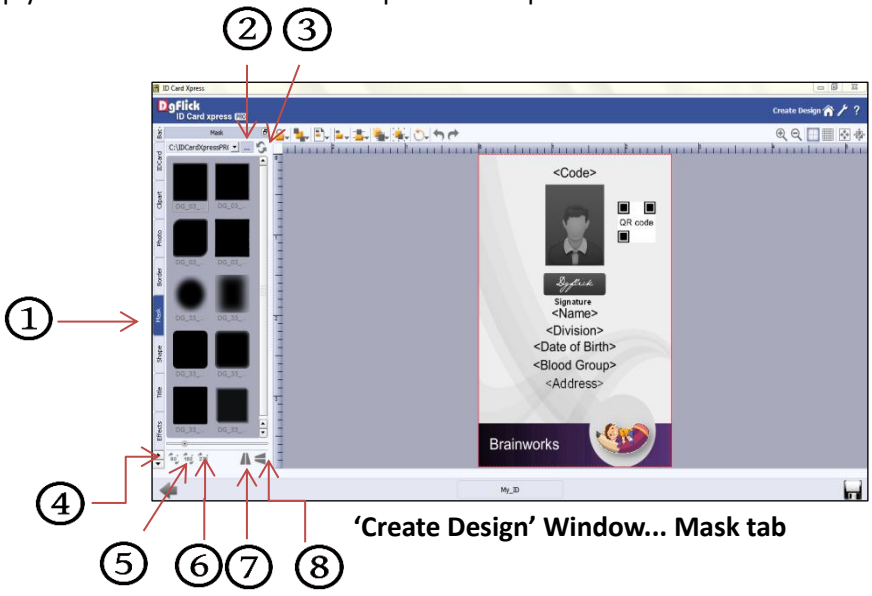
(a) (b)

(a) A clipart. (b) Ready tone of the clipart

Add Mask

- Click on the 'Mask' tab ① on the left-hand panel, if you want to insert the mask to your Design.

- Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it You could even access the previous 15 paths .



'Create Design' Window... Mask tab

- Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it You could even access the previous 15 paths .

- Masks are easily transformable i.e. they are expandable.

- You can also import your own masks with the help of 'Browse' button ②.

! Additional icon on the 'Create Design' – Mask tab:

- 'Reset'③: To reset the changes.
- 'Rotate CW90'④: To rotate the mask 90 degrees.
- 'Rotate CW180'⑤: To rotate the mask 180 degrees.
- 'Rotate CW270'⑥: To rotate the mask 270 degrees.
- 'Flip Horizontal'⑦: To flip the mask horizontally.
- 'Flip Vertical'⑧: To flip the mask vertical.

➢ In this way you may add the Mask if you want.

Add Border

➢ Click on 'Border' tab ① on the left panel to select the border that you want for your photos.

➢ You could select a border from the options, ID Card Xpress displays for you on the left panel or you could browse and select a border of your choice from the path in which you have saved it (the previous 15 paths are available).

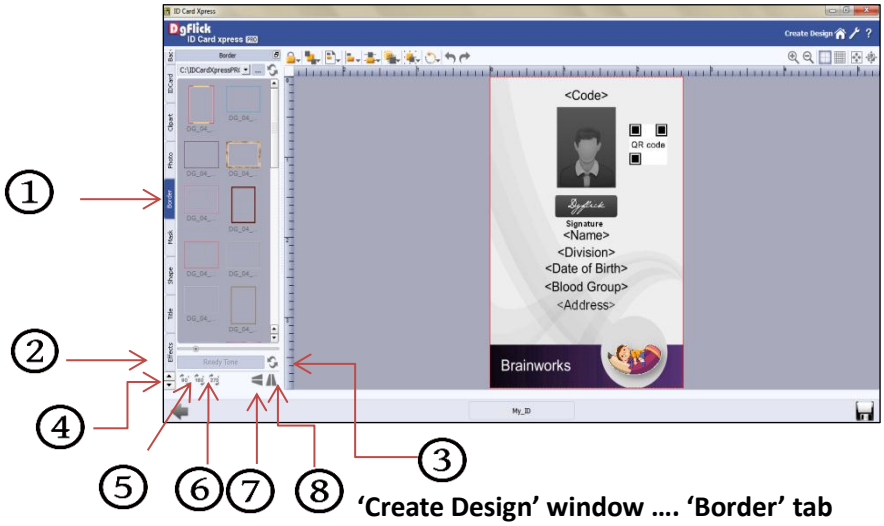
➢ Double click on the border or drag and drop the border on the photo to apply to it.

➢ Borders are easily transformable i.e. they are expandable.

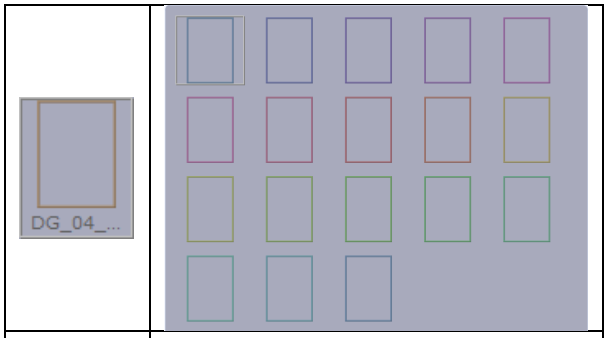
➢ You could change the color of the border to better suit your photo by clicking on the 'Ready Tone' button②. There are 18 ready tones available for use.

! Additional icon on the 'Create Design' – Border tab:

- 'Reset'③: To reset the changes.
- 'Rotate CW90'④: To rotate the border 90 degrees.
- 'Rotate CW180'⑤: To rotate the border 180 degrees.
- 'Rotate CW270'⑥: To rotate the border 270 degrees.
- 'Flip Vertical'⑦: To flip the border vertical.
- 'Flip Horizontal'⑧: To flip the border horizontally.



'Create Design' window …. 'Border' tab



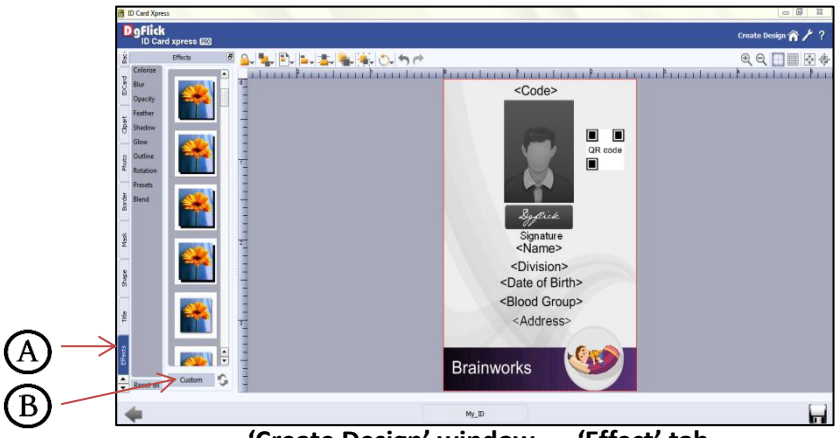
(a) (b)

(a) The Original Border; (b) Ready tone of the Border

- In this way you can add Border if you want.

Add Effects

- To apply effects to your Design, click on 'Effects' tab Ⓐ on the left-hand option bar.
- There are 10 different options under this category. They are: Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation, Presets, and Blend.
  - **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo. To manually make changes or customize, click on 'Custom' button Ⓑ and change the color, opacity and level using given sliders.
  - **Blur:** You could give a blurred appearance to the photo to make the page more visually appealing. Click on the photo you need to blur and then select the preset of your choice under this option. Click on 'Custom' button Ⓑ to increase or decrease the level or blurriness using the slider.



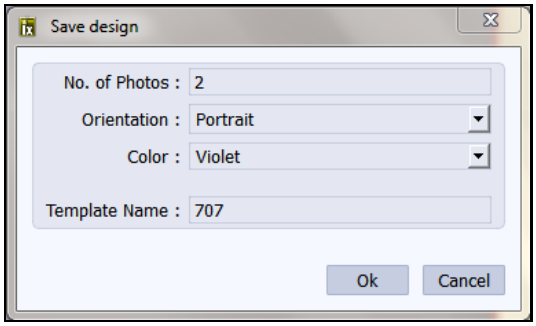
'Create Design' window …. 'Effect' tab

  - **Opacity:** Add opacity to the photo by selecting the presets available under this option. You could also manually choose the level of opacity by clicking on 'Custom' button Ⓑ.
  - **Feather:** Apply the feather effect to your photo by clicking on the photo and then selecting the preset of your choice. Click on 'Custom' button Ⓑ to manually change the values of the feather using the slider.

- **Shadow:** To apply the shadow effect to your photo, click on 'Shadow' and then choose from the available presets. You could customize your 'shadow' by clicking on 'Custom' button Ⓑ and then applying the shadow settings manually using various sliders.
- **Glow:** Apply the required presets under the 'Glow' option by clicking on the photo and then clicking on the preset. Apply your own settings by clicking on 'Custom' button Ⓑ and changing your blur, color, and opacity values.
- **Outline:** Select the photo and click on the preset of your choice to apply the outline. To customize the outline, Click on 'Custom' button Ⓑ then, create the outline of your choice by filling in the values in these fields.
- **Rotation:** The photo can be rotated using the predefined presets under the 'Rotation' option. Click on 'Custom' button Ⓑ to change the values for the x, y, and z axes and give the photo a 3-D effect. You could also flip the photo horizontally and vertically by using and , respectively.
- **Presets:** This option gives you certain in-built effects that you could use for your photo. Click on the photo and then on the desired preset to apply it.
- **Blend:** There are 13 blending modes that help you achieve the desired effect for your photo. Click on the photo and then select the blend option of your choice to apply.

➢ After you finish creating your Design click on 'Save' button to save your created Design.

- 'No. of Photos': Automatically detects the number of photos on the page and displays the number by default.
- Select the orientation from 'Orientation' option.
- Select the color from 'Color' option.
- Give template name from 'Templete Name' option.
- After filling all the details click on 'OK' to save your Design.



➢ You can see your created Design here in 'Select Design' window.

➢ Click on 'Edit' Ⓐ button to edit the existing Design.

➢ Clicking on 'Delete' button Ⓑ lets you delete the Design permanently.

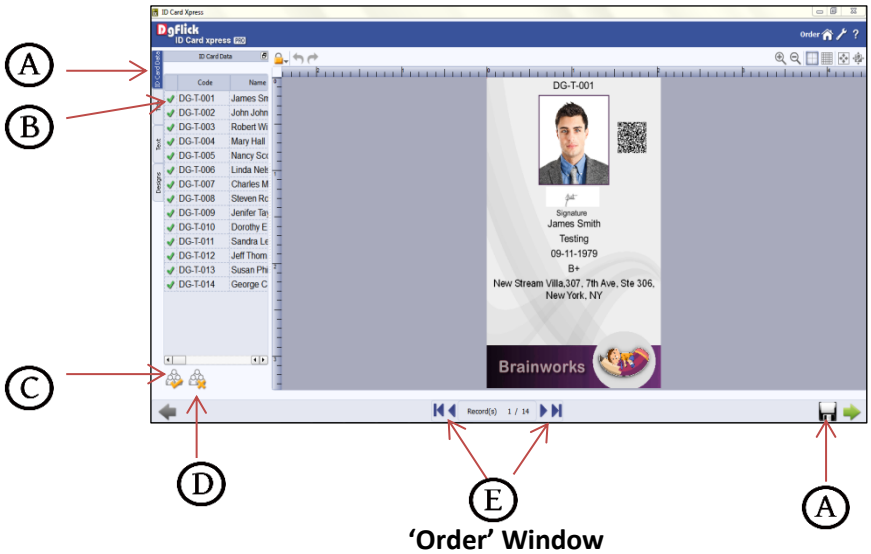
➢ Select the created Design and click on 'Next' button Ⓒ to go to 'Order' Window.

'Select Design' Window … newly created Design

'Order' Window

In 'Order' Window you can make the required changes.

- Click on project name tab Ⓐ to select or deselect ID data for exporting.
- Select the data by clicking on the checkbox Ⓑ located at the extreme left of the field.
- Click on 'Select All' button Ⓒ to select all the data.
- Click on 'Deselect All' button Ⓓ to deselect all the data.
- Navigate through different ID Cards from this 'Navigator' Ⓔ.

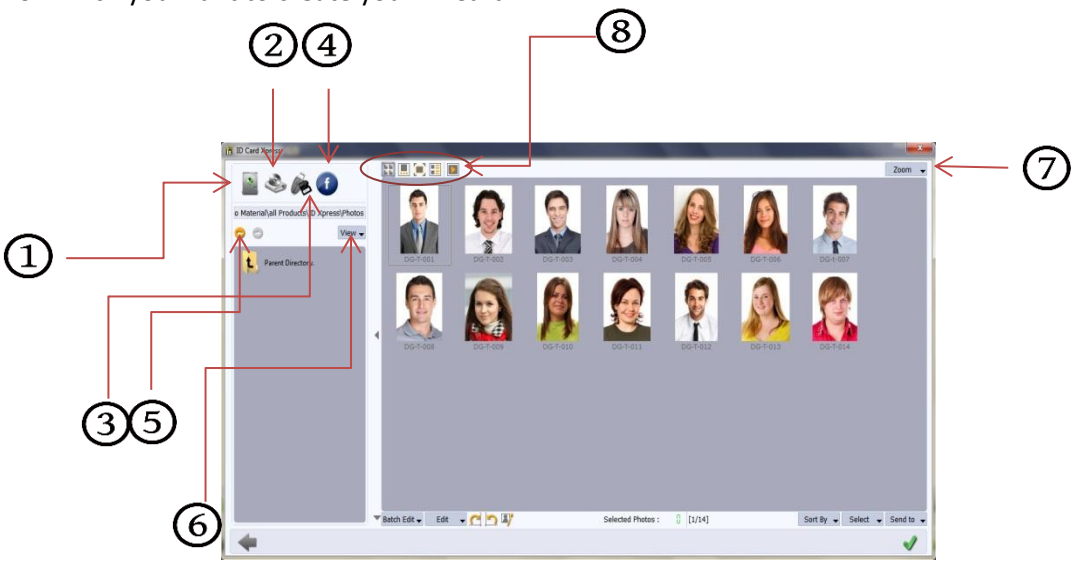


'Order' Window

- After editing the Design click on 'Save' button Ⓐ to save the changes done.

Manage Your Photos

In this section we will learn how to manage the photos.
After selecting Category and Size we are redirected to 'Select Photo' window. On the 'Select Photos' window select the photos for which you want to create your ID Card.



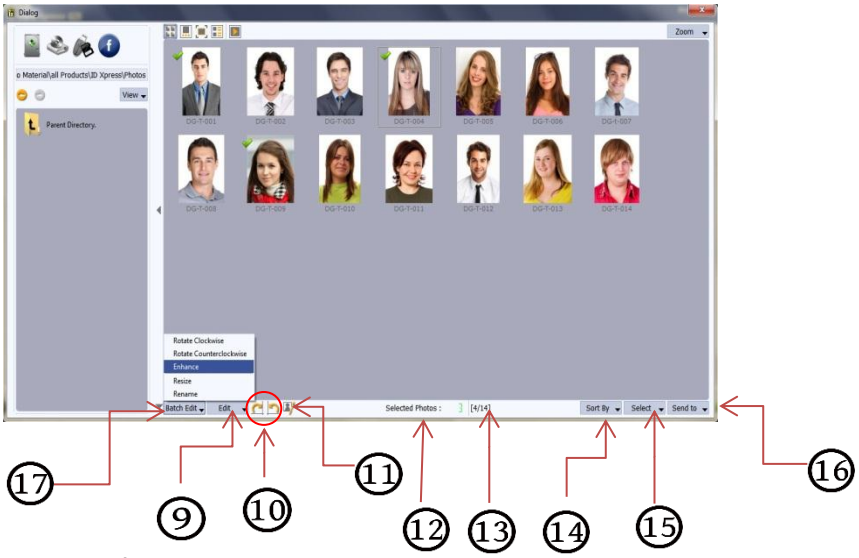
'Select Photo' Window

- On the 'Select Photos' window, you have the option of selecting the photos from the

  Hard disk ① CD/DVD ② USB ③ Facebook ④

- Select any of the media where your photos have been saved.
- Go forward or backward from here ⑤.
- View your folders in list or icon style from here ⑥.
- This button ⑦ on the top right corner of the Window to zoom in/out your photos.
- The top option bar ⑧ helps you to view the photos in different ways
  - : Thumbnail style.
  - : Filmstrip view.
  - Navigate the photos from and .
  - to get a full view of the photo.
  - get the photos list wise.
  - starts the slide show
- From 'Edit' button ⑨ you can rotate, resize, rename and enhance your individual photos. (For Enhance option Refer section Fine Tuning - Photo Editing)
- Rotate photo clockwise. In 'Select Photo' window, you can rotate your photos clockwise or anticlockwise in a single click with these icons ⑩.

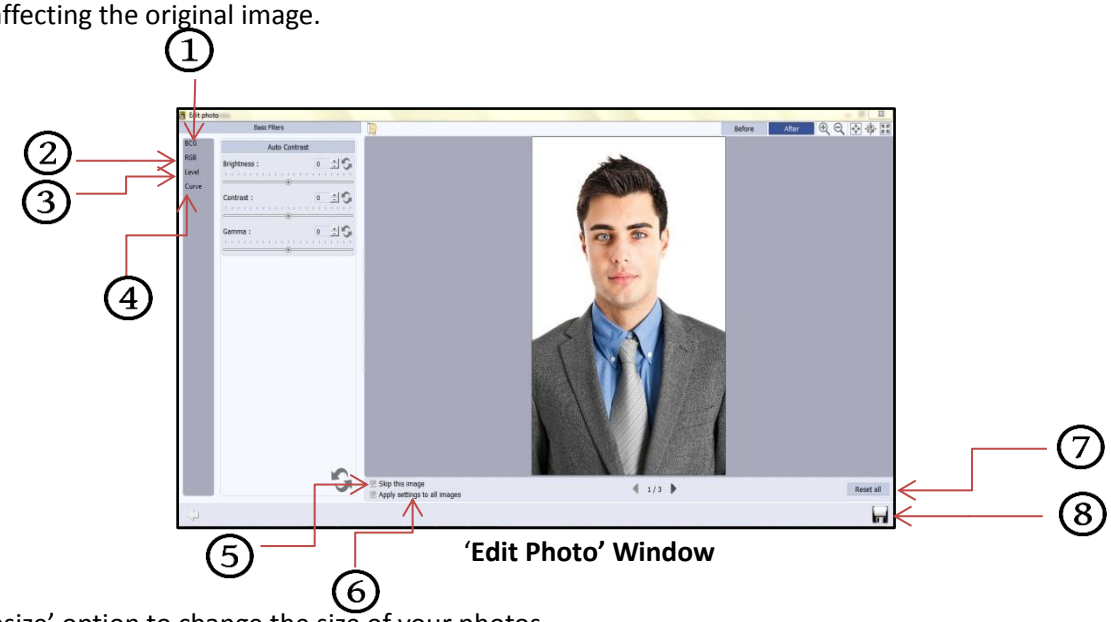
- You can edit photo easily with this 'Edit photo' option ⑪.
- 'Selected Photos' ⑫shows number of photos selected.
- ⑬: Here it indicates the position of highlighted photo.
- Sort the photos in various ways from 'Sort By' button. ⑭.
- Select individual, multiple or all photos or deselect selected photos with this 'Select' button⑮.



'Select Photo' window …. Select Multiple Photos and Enhance Button

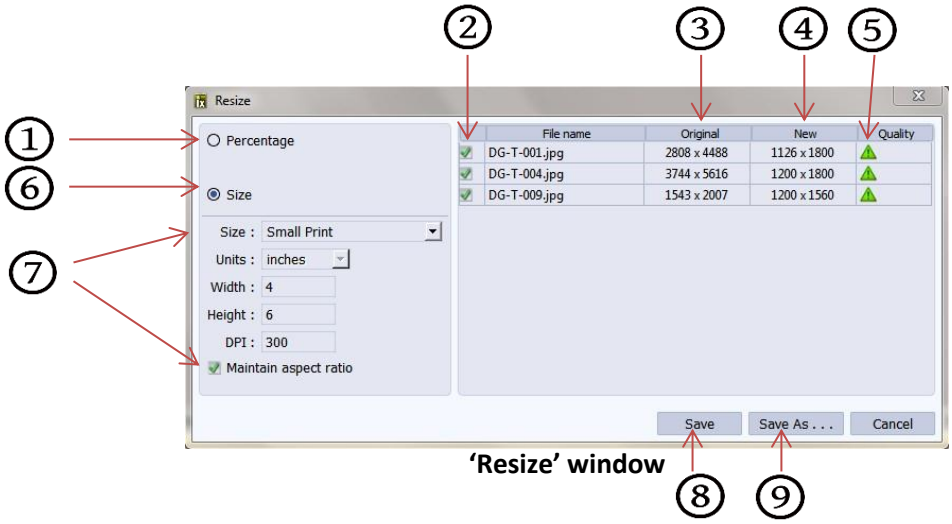
- Send your edited photos to your Facebook account or any hard disk folder from 'Send to' option⑯.
- 'Batch Edit' button at the lower option bar helps you to edit multiple photos at a time.
- Select the photos to be edited and click on 'Batch Edit' ⑰.
- Here you can rotate, color correct, resize and rename your multiple photos.
- Select "Rotate Clockwise" or "Rotate Counterclockwise" to rotate your photos clockwise or counter clock wise.
- Select the photos to be edited and click on "Enhance" option to color correct your multiple photos.
- On the 'Edit Photo' Window, click on 'BCG' ①is to adjust the brightness, contrast and gamma; 'RGB' ② is to adjust the color tones, 'Level' ③is to adjust the input and output levels of the photo; and 'Curve' ④ is to adjust the RGB color.
- If you do not wish to apply the changes on the current photo, click on 'Skip This Image'⑤.
- To apply changes to all the selected photos, click on 'Apply settings to all images'⑥.

- Click on 'Reset all' button ⑦ to reset all the changes done.
- Click on 'Save' ⑧ to save all the changes made.
- Clicking on Save will create a folder for original image and will save the changes made on the copy of the image, without affecting the original image.



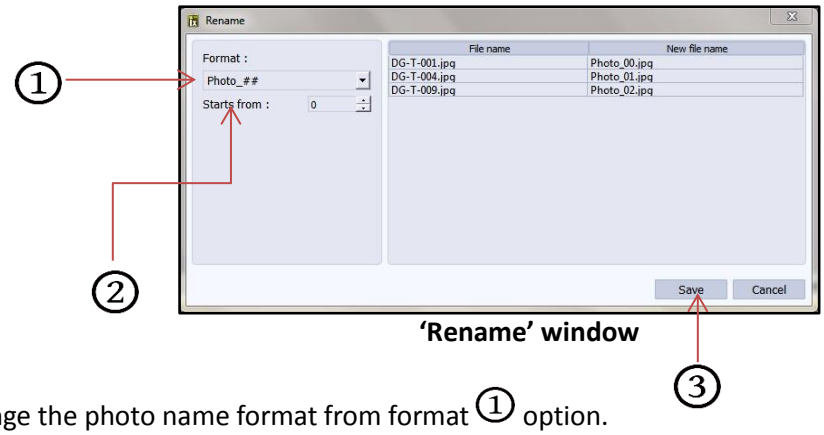
'Edit Photo' Window

- Select 'Resize' option to change the size of your photos.
- Check the green checkbox ② of the photos to be resized and select the desired percentage from 'Percentage' ① tab if you want to resize your photos percentage wise.
- From the 'Original' ③ and 'New' ④ tab you can see the changes applied. The 'Quality' ⑤ tab indicates the quality of the photo. The quality of photos used here must be good to ensure clarity in the final product.
- ID Card Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.
- Go to 'Size' ⑥ tab if you want to resize the photos size wise.



'Resize' window

- Select the desired size from various parameters ⑦ available.
- Select the custom option from size tab if you want to give your customized size to the photo.
- After resizing the photo click on 'Save' ⑧ to overwrite the changes over the existing photos.
- Clicking on 'Save as'⑨ will save the changes done on the photo with a different name.
- Select the 'Rename' option to rename your photos.



'Rename' window

- Manually change the photo name format from format ① option.
  OR
- From "Starts From' option② you can change the count of the photos.
- Click on 'Save' ③ to save the changes made.
- Select the required photo; the selected one has the green tick mark on the top left corner of the photo.

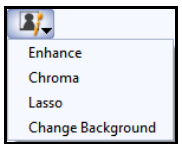
- Select the required photo and click on to go to the 'Data' Window.

Fine Tuning – Photo Editing

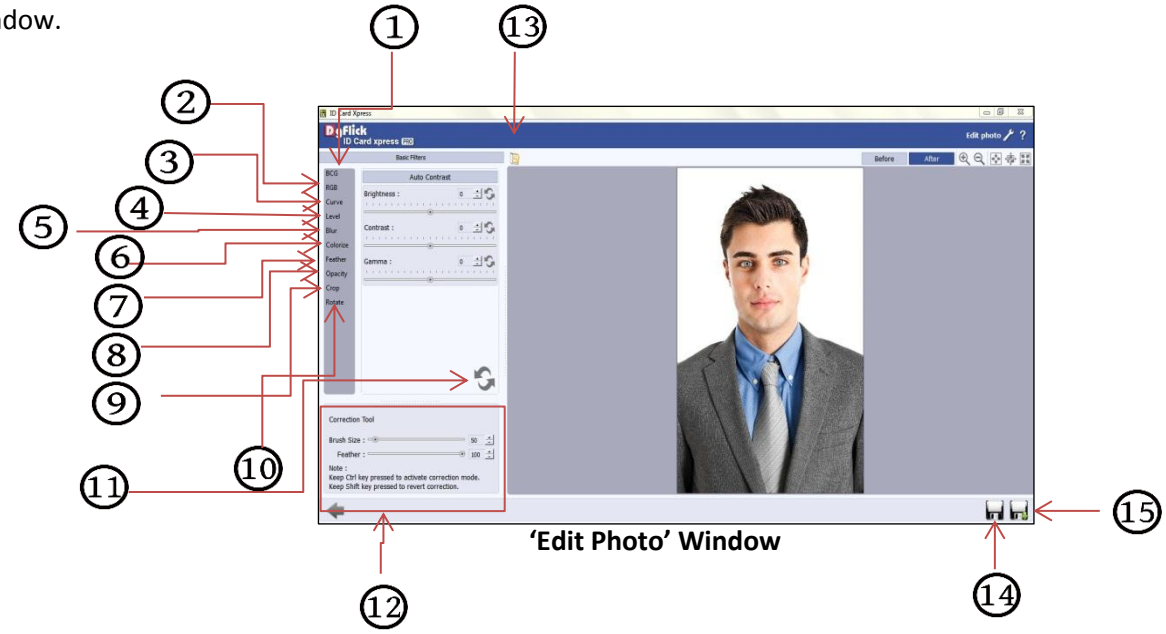
ID Card Xpress provides you the facility to Enhance or Color correct your photos. Additionally you can give Chroma or Lasso Effect or change Background of the photos.

Basic Photo Editing

ID Card Xpress provides you with basic edit options like BCG, RGB, Curve, Level and so on to enhance your photos.

- On the Data Window click on Enhance option 

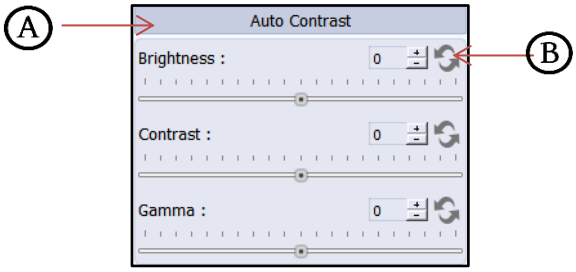
on the side icon of the photo to go to edit photo Window.



'Edit Photo' Window

BCG (Brightness, Contrast and Gamma) Color Correction

- To adjust the brightness, contrast and gamma of your photo, click on the 'BCG' ① button on the 'Edit Photo' window.



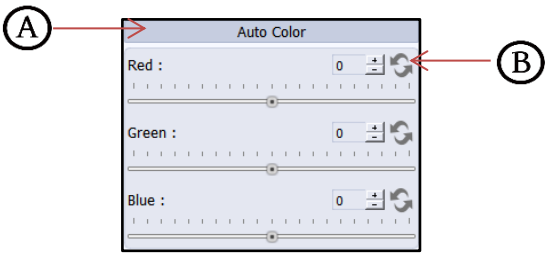
The 'BCG' option

- Move the sliders for the three parameters forward and backward to achieve the desired effect.
- Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.
- Clicking on the 'Auto Contrast' button Ⓐ at the top will adjust the contrasts automatically
- The changes can be reset by clicking on 'Reset' Ⓑ.

RGB (Red, Green and Blue) Color Correction

- To adjust the color tones of your photos, you could use the 'RGB' ② color correction option.
- Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.
- Alternatively, you could enter the values manually in the value boxes above the respective sliders.

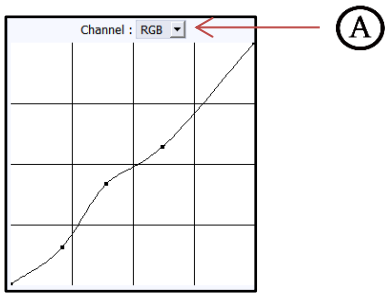
- Clicking on the 'Auto Color' Ⓐ button at the top will adjust the color automatically.
- The changes can be reset by clicking on 'Reset'Ⓑ.



The 'RGB' option

Curve

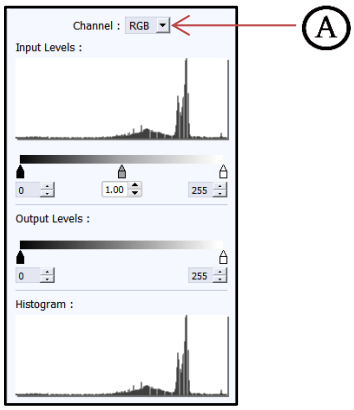
- Color intensities can be adjusted by clicking on 'Curve' ③button on the options bar of the 'Edit Photo' window.
- Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' Ⓐ button.
- Adjust the intensity by clicking on the curve and moving it as per your requirement.



The 'Curve' option

Level

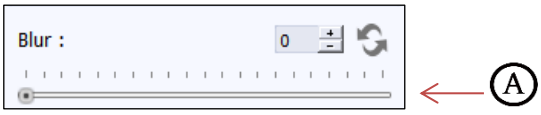
- To adjust the input and output levels of the photo, click on 'Level' button ④ on the options bar of the 'Edit Photo' window.
- Select the color for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' buttonⒶ.
- Modify the 'Input' and 'Output' level values in the value boxes as required.



The 'Level' option

Blur

- Click on 'Blur' button ⑤to give blur effect to the photo.
- Adjust the blur level from silderⒶ.

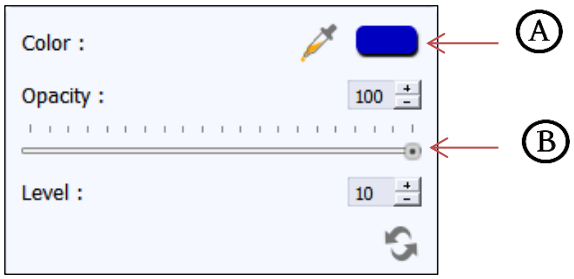


The 'Blur' option

Colorize

- Click on 'Colorize' option ⑥to colorize your photo.

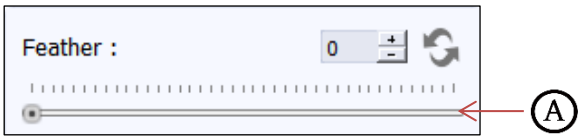
- Select the color from 'Color Picker' or 'Color Palette' Ⓐ.
- Adjust the opacity and level from slider Ⓑ.



The 'Colorize' option

Feather

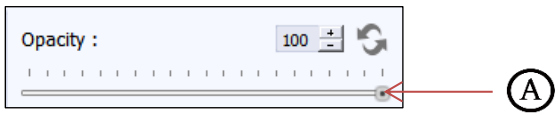
- Click on 'Feather' option ⑦ to give feather effect to the photo.
- Adjust the feather level from slider Ⓐ.
- It will help you to soften the hard edges of photograph.



The 'Feather' option

Opacity

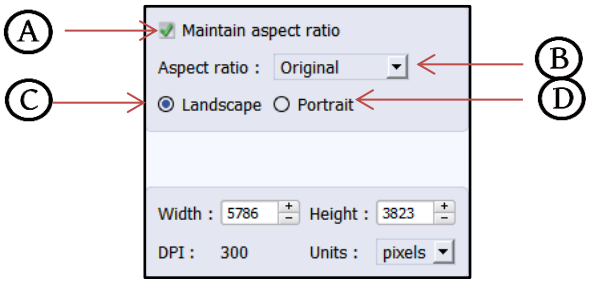
- Click on 'Opacity' option ⑧ to give opacity effect to the photo.
- Adjust the opacity level from slider.



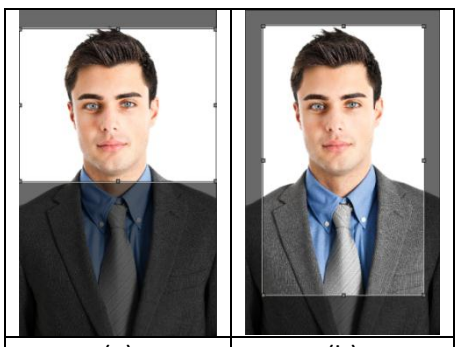
The 'Opacity' option

Crop

- To crop the photo to the desired dimensions and orientation, click on 'Crop' ⑨ button on the 'Edit Photo' window.
- Change the aspect ratio by clicking on the 'Aspect Ratio' box Ⓑ and select the required value.
- Select the orientation you desire by selecting either 'Landscape' Ⓒ or 'Portrait' Ⓓ.



The 'Crop' option



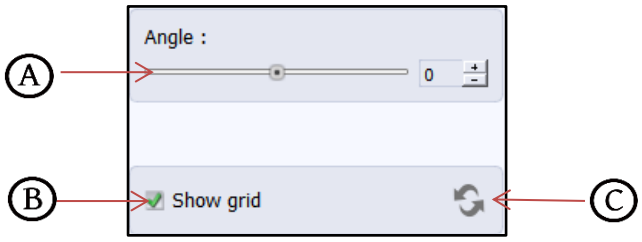
(a) (b)

Cropping: (a) Landscape; (b) portrait

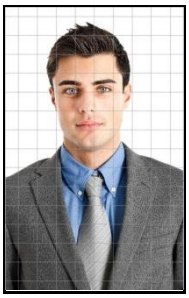
- You can enter the values for the width and height after selecting the unit you want to work with.
- Uncheck the 'Maintain Aspect Ratio' checkbox option Ⓐ if you would like to proceed with free-hand cropping of the photo.

Rotate

- Select the 'Rotate' option ⑩ on the options bar and then rotate the photo to the desired angle using the slider Ⓐ.
- The changes can be reset by clicking on 'Reset' Ⓒ.
- Uncheck the 'Show Grid' box to remove the grid lines.
- You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grids lines by checking the 'Show Grid' checkbox Ⓑ.



The 'Rotate' option


Using grid lines on the photo

! You could undo the changes by clicking on 'Reset' ⑪ or load the original image by clicking on 'Load Original' ⑬ at any point in the process.

Common Features:

Apart from the options that are available under Basic filters, there are few other 'aids' on the ID Card that help you as you proceed with designing your ID Card. These are discussed below.

Correction Tool

The correction tool ⑫ appears with all options and can be used to 'correct' any error that might happen while using the filters or add to the effects already created. The brush size and feather tool can be altered by using the respective slider or by entering the value of your choice in the value box.
! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.

Original and Before and After Images

Original Image: In the course of working on your photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking on 'Load Original'. Once the 'Load Original' icon ⑬ is clicked the software asks for confirmation by displaying a text box. This text box warns

that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to your photo with changes.

Before and After Images: After making a change, you could view how the photo looked just before the change was made by clicking on 'Before' and how the photo looks after the change by clicking on 'After'. This aids in better decision-making.

Saving the Changes

There are two 'Save' icons on the lower right-hand corner of the 'Edit Photo' window.

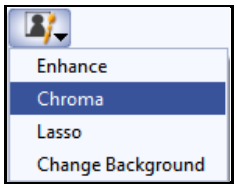
'Save as'(14): Clicking on this icon will allow you to save a copy of your work. A text box allowing you to name the copy appears and clicking on 'Ok' after entering the name creates a new copy of your work.

'Save'(15): Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

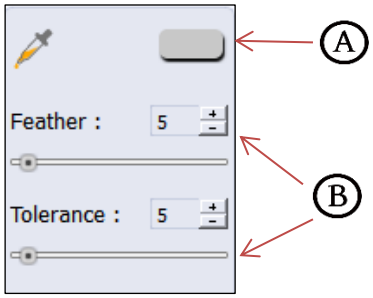
Advance Photo Editing

ID Card Xpress provides you the facility of giving the chroma effect to the photo, changing the background, or giving lasso effect to the photo.

Chroma

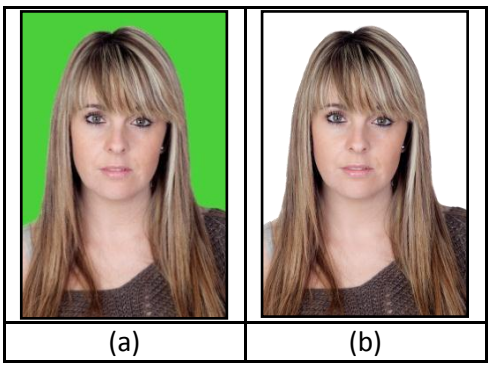
- Click 

on the side icon of the photo to give chroma effect.



'Chroma' Effect

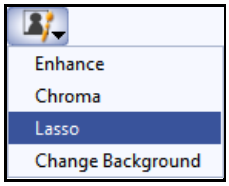
- Select the color of the background to be removed with the help o 'Color Picker' or 'Color Palette'. (A)
- Adjust the feather and tolerance from 'Feather' and 'Level' sliders(B).



Chroma Effect on Photo (a) Before (b) After

- Click on 'Save Copy' button located at bottom right corner to save the image with a different name.

Lasso

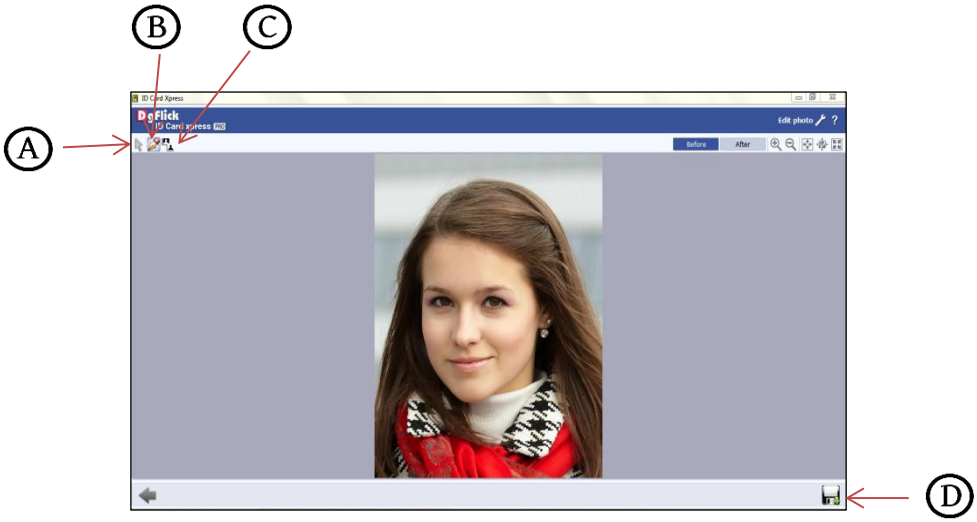
- Click 

on the side icon of the photo to give lasso effect.

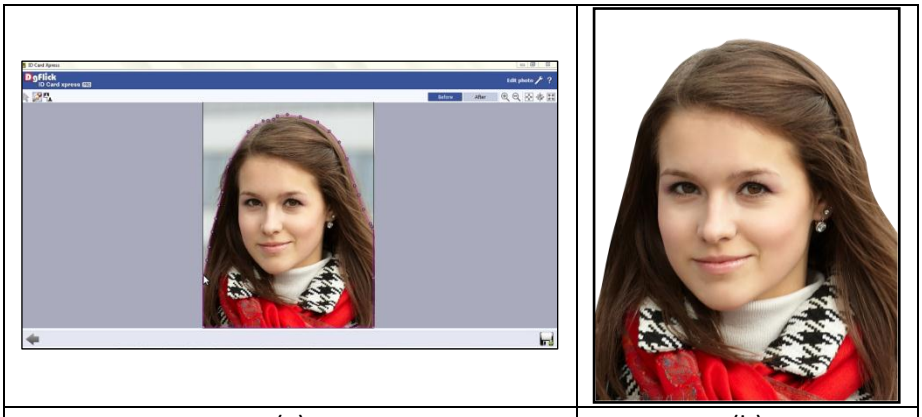
- Select the Layer with this 'Select Layer' button Ⓐ.

- To make layer click on 'Make Layer' button Ⓑ.

- Invert layer with this 'Invert Layer' button Ⓒ.



'Edit Photo' window …. Giving 'Lasso' effect

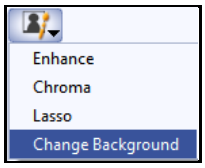


(a)	(b)

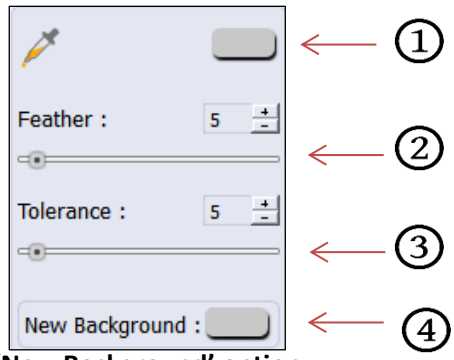
Lasso Effect (a) Before and (b) After

- Click on 'Save Copy' button Ⓓ to save the image with a different name.

Change Background



- Click on the side icon of the photo to change its background .
- Select the color of the background to be changed from 'Color Picker' or 'Color Palette'①.



'New Background' option

- Adjust the feather and tolerance from 'Feather'② and 'Tolerance' ③sliders.
- Select the new background from 'New Background' button④.

Change Background (a) Before (b) After

- Click on 'Save Copy' to save the image with a different name.

Exporting and Printing

This Section guides you about how to save the project to your Hard disk and procedure to print the project.

Project Ready to Export

- When your project is ready to export in 'Order' window, click on 'Next' button ①to proceed for exporting and printing.
- A new window will appear in which you will find three options to take output of ID Cards.

- JPG: Ⓐ First option is JPG which allows you to take output in JPG format.
- Package Print: Ⓑ Second option is 'Package Print' in which you can impose your ID Cards in print package.
- Print: Ⓒ Third option is direct printing.

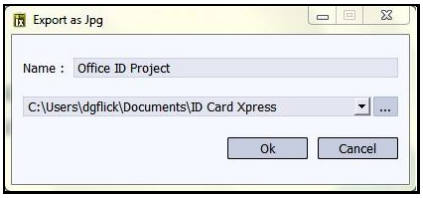
'Output' window

Exporting in JPG

You can export single or duplex designs in JPG format. Lets see one by one how to export single and duplex designs in JPG.

Exporting Single Design in JPG format

- Choose any single design in which you want to export your ID Card. Click on 'Next' button. In 'Output' window, select 'JPG' Ⓐ and one 'Export as JPG' window will appear on your screen.
- Insert name and give path to save your project.
- Click on 'OK' to export your project in JPG format.
- A message box appears which indicates you that order has been generated in JPG format successfully.
- You can see your exported JPG's by clicking on 'Open' button.



Output

'Final Output' Window

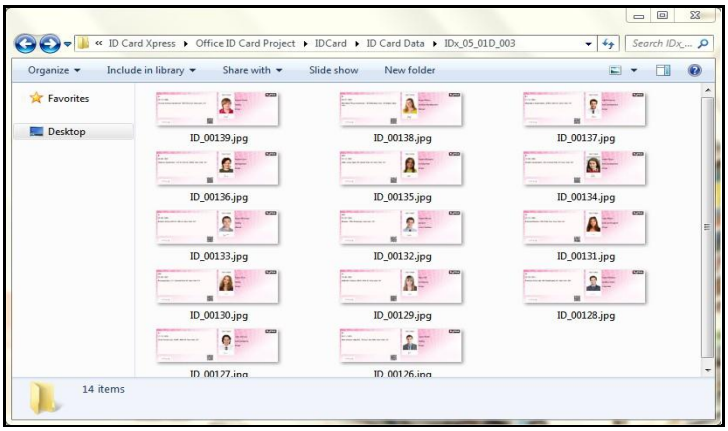
Exporting Duplex Design in JPG format

- Choose any duplex design in which you want to export your ID Card. Click on 'Next' button. In 'Output' window, below 'JPG' option you will find one 'Joint While Export' check box. If you want to export your duplex ID Card jointly

then check this checkbox otherwise keep this checkbox unchecked. And select 'JPG' option Ⓐ and one 'Export as JPG' window will appear on your screen.

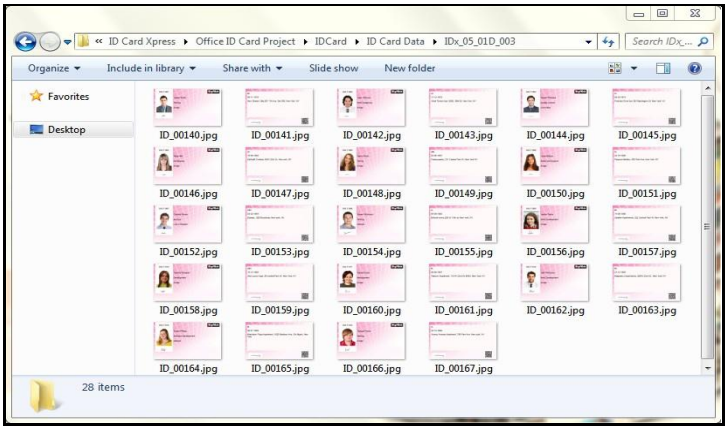
- Insert name and give path to save your project.
- Click on 'OK' to export your project in JPG format.

Output



'Final Output' window with Joint while Export option

Output



'Final Output' Window without Joint while Export option

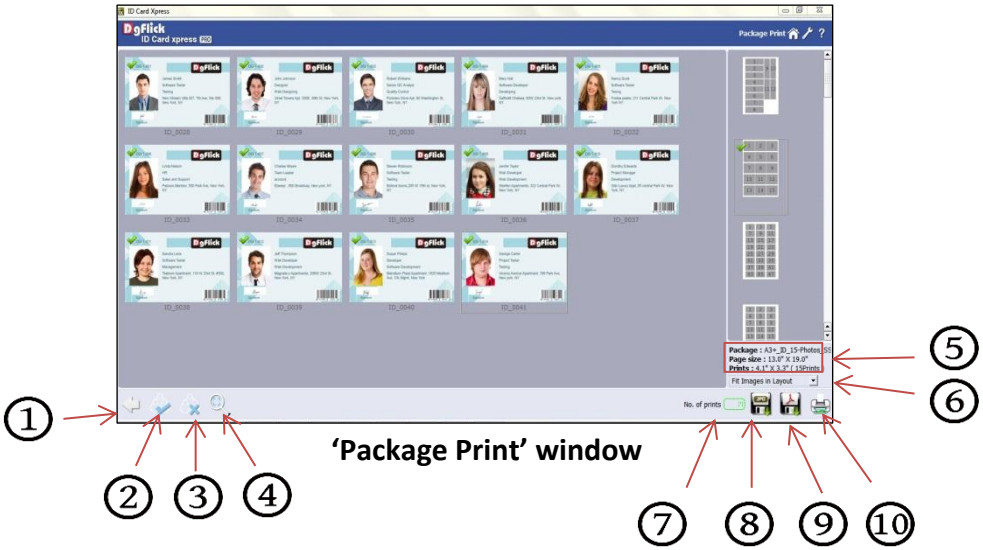
Exporting in Package Print

Exporting in package print allows you to impose ID Cards in ready print packages this saves your paper. This option assembles all your created Design into a single package which saves your arranging and printing time for individual ID Cards.

Exporting Single Design in Package Print

- Choose any single design in which you want to export your ID Card. Click on 'Next' button. In 'Output' window, select 'Package Print Ⓑ and one 'Export as JPG' window will appear on your screen.

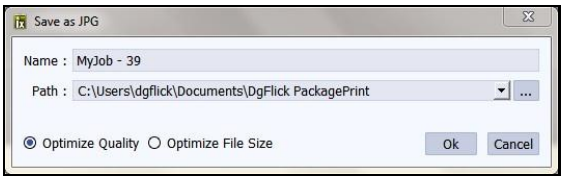
- Insert name and give path to save your project.
- Click on 'OK' to export your project in JPG format.
- You will be redirected to the 'Package Print' window where you can see your ID Cards are ready and you will also see variety of ready print packages.
- Here you are provided with package styles for single as well as duplex Designs.
- If you want to print Single ID Card Designs, then select the desired ID Cards and accrording to your Design style i.e vertical or horizontal select the package layout.
- 'Back' button ① lets you to go back to the 'Order' window.
- 'Select All' button ② lets you to select all the ID Cards in a single click.
- 'Deselect All' button ③ lets you to deselect all the selected ID Cards in a single click.
- 'Adjust Thumbnail Size' button ④ lets you to adjust thumbnail of your ID Cards.
- 'Package Info': ⑤ This displays the Package, Package size and Prints along with print size of the selected package.



'Package Print' window

- Here you are provided with package styles for single as well as duplex Designs.
- If you want to print Single ID Card Designs, then select the desired ID Cards and accrording to your Design style i.e vertical or horizontal select the package layout.
- 'Back' button ① lets you to go back to the 'Order' window.

- 'Select All' button ② lets you to select all the ID Cards in a single click.
- 'Deselect All' button ③ lets you to deselect all the selected ID Cards in a single click.
- 'Adjust Thumbnail Size' button ④ lets you to adjust thumbnail of your ID Cards.
- 'Package Info': ⑤ This displays the Package, Package size and Prints along with print size of the selected package.
- Set the Design into the package via two ways 'Fit Images in Layout' and 'Crop Images in Layout'. You can change this size from this dropdown menu ⑥ located below 'Package info' bar.
  - Crop Images in layout: This will automatically crop the Designs and adjust into the layout.
  - Fit Images in Layout: This will fit the Design in the package layout automatically.
- 'No of Prints': ⑦ This indicator indicates about no of prints we have selected.
- 'Save as JPG': ⑧ This allows you to export selected ID Cards in JPG format in selected package. The software will auto impose your ID Cards into your selected package.
- Once you click on 'Save as JPG' button, you will see a new window on your screen in which you have to give name to your project and select the saving path for your project.
- In this window you will find two additional options. You can optimize quality or optimize file size of the output.
- Select 'Optimize File Size' if you want to maintain the size of the Package.
  OR
- Select 'Optimize Quality' to maintain the best quality of the Package.



- Click on 'OK' to generate the JPG Package.
- You will be intimated when the project will be exported. Click on 'Open' button to see JPG in external viewer.

Output

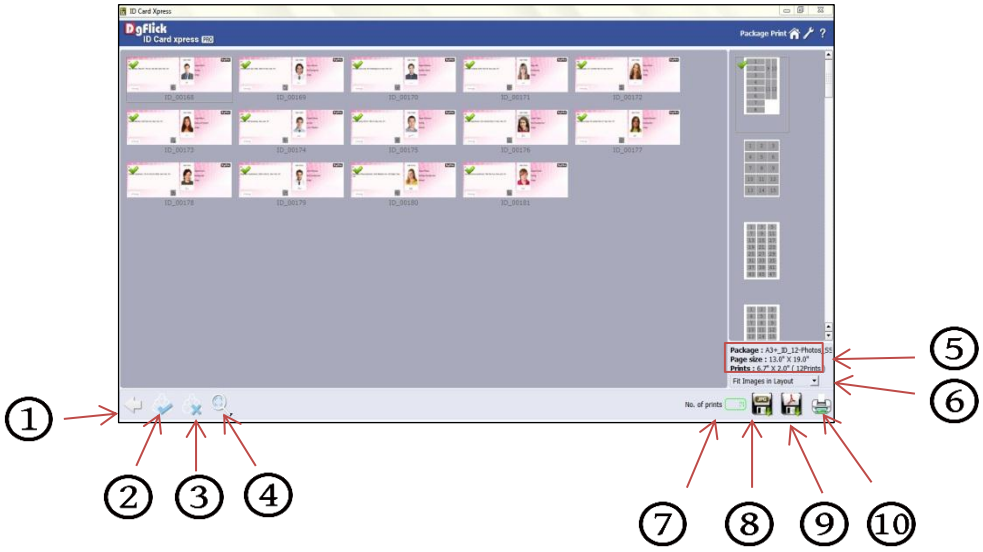
'Final Output' Window

- In the same way you can also export your package in PDF by clicking on 'PDF' button⑨.
- If your computer is connected to the Printer, you can also print package directly in a single click with 'Print' button⑩.

Exporting Duplex Design in Package Print

- Choose any Duplex design in which you want to export your ID Card. Click on 'Next' button. In 'Output' window, below 'Package Print' option you will find one 'Joint While Export' check box. If you want to export your duplex ID Card jointly then check this checkbox otherwise keep this checkbox unchecked. And select 'Package Print' option Ⓐ and one 'Export as JPG' window will appear on your screen.

- Insert name and give path to save your project.
- Click on 'OK' to export your project in JPG format.
- You will be redirected to the 'Package Print' window where you can see your ID Cards are ready and you will also see variety of ready print packages.



'Package Print' window with Joint while Export

- Here you are provided with package styles for single as well as duplex Designs.
- If you want to print Single ID Card Designs, then select the desired ID Cards and accrording to your Design style i.e vertical or horizontal select the package layout.
- 'Back' button ①lets you to go back to the 'Order' window.
- ''Select All' button ②lets you to select all the ID Cards in a single click.
- ''Deselect All' button ③lets you to deselect all the selected ID Cards in a single click.
- 'Adjust Thumbnail Size' button ④lets you to adjust thumbnail of your ID Cards.

- 'Package Inffo': ⑤This displays the Package, Package size and Prints along with print size of the selected package.

- If your Designs are joint then select the package layout accrordingly i.e vertical or horizontal.
  OR
- If your duplex ID Cards are not joint then select the even numbered package layout, selecting this layout will automatically assemble the ID Designs in such a way; where the front and back side of the ID Cards will be placed next to each other.

'Package Print' window without Joint while Export

- Instead of selecting even numbered package layout select the odd numbered layout; selecting this layout will automatically assemble the front side of all the ID Cards first followed with the back sides simultaneously.

- Set the Design into the package via two ways 'Fit Images in Layout' and 'Crop Images in Layout'. You can change this size from this dropdown menu ⑥located below 'Package info' bar.

  - Crop Images in layout: This will automatically crop the Designs and adjust into the layout.

  - Fit Images in Layout: This will fit the Design in the package layout automatically.

- 'No of Prints': ⑦This indicator indicates about no of prints we have selected.

- 'Save as JPG': ⑧This allows you to export selected ID Cards in JPG format in selected package. The software will auto impose your ID Cards into your selected package.

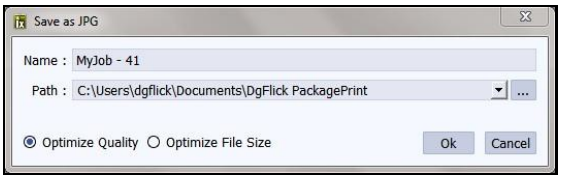
- Once you click on 'Save as JPG' button, you will see a new window on your screen in which you have to give name to your project and select the saving path for your project.

- In this window you will find two additional options. You can optimize quality or optimize file size of the output.

- Select 'Optimize File Size' if you want to maintain the size of the Package.
  OR

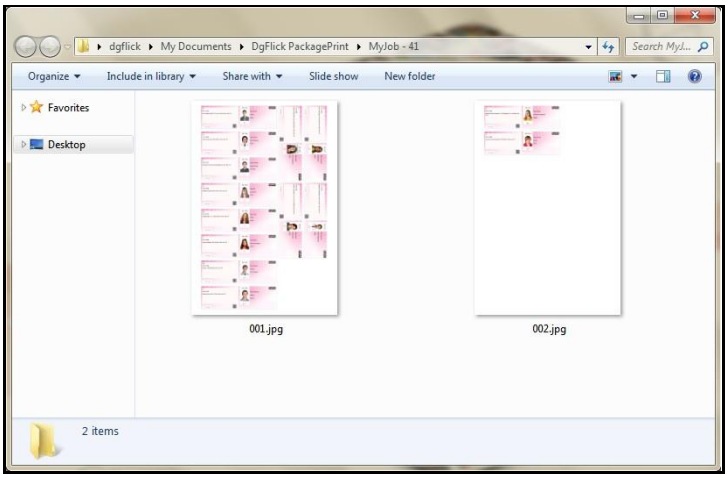
- Select 'Optimize Quality' to maintain the best quality
  of the Package.

- Click on 'OK' to generate the JPG Package.

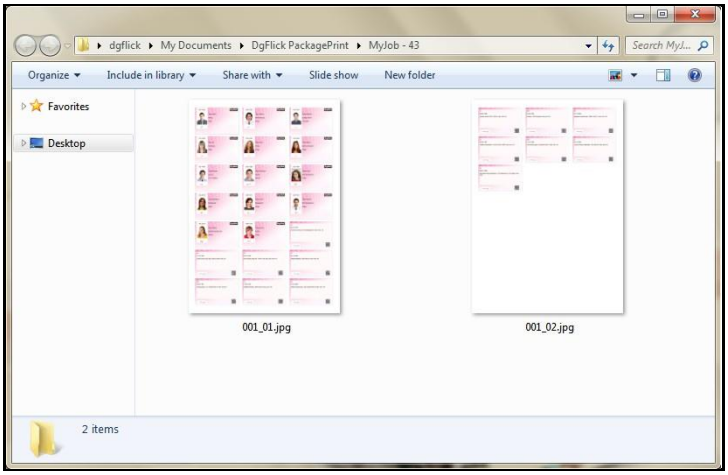


- You will be intimated when the project will be exported. Click on 'Open' button to see JPG in external viewer.

Output



'Final Output' Window with joint while export option



'Final Output' Window without joint while export option

- In the same way you can also export your package in PDF by clicking on 'PDF' button⑨.

- If your computer is connected to the printer, you can also print package directly in a single click with 'Print' button⑩.

Printing

ID Card Xpress lets you print the packages directly if you have the printer attached to your machine.
Click on 'Print' button Ⓒto directly print your created packages.

Note: *If you choose direct printing, the ID Card print will be of full page size.*

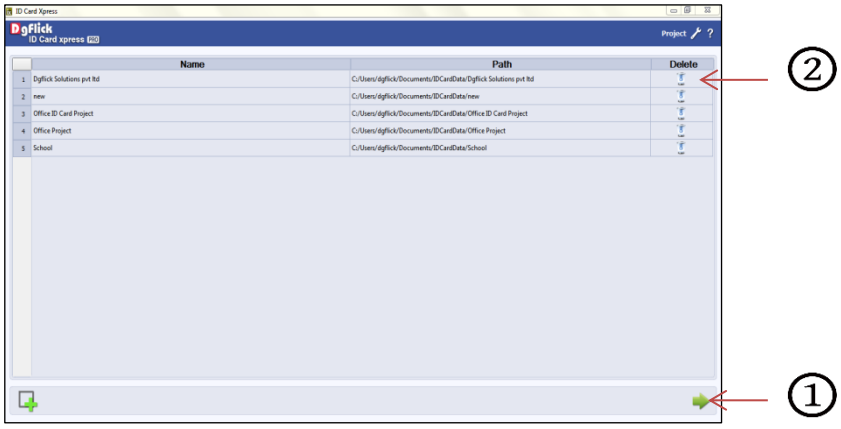
There are two ways to print your project.

- Direct Printing: After you finish your Project in ID Card Xpress, you can directly click on 'Print' button Ⓒ option available in 'Output' window to print your ID Cards individually.
  OR
- You can export it in 'Print Package' option and through 'Print' option ⑩available in 'Print Package' window you can Print multiple ID Cards at a time.

Open Saved Project

ID Card Xpress allows you to open as well as edit the saved project.

- On the 'Home' window you will find the list of all the saved projects.
- Select the project and click on 'Next' button ①of button to open.
  OR
- You can double click on the project you want to open to work on that project.
- Here you can edit the Designs as well as add new entries manually to the project.
- 'Delete' option ②is provided to delete the projects permanently.



Saved Projects

Troubleshoot

- **How many times I can install the software on the same machine?**
  Ans: You can install the software on the same machine for as many times as you needed but subject to no change in components such as Hard disk drive, Motherboard etc.
  If components changes then you would face an issue in registration, the software will consider you as a new user.

- **Can I install the software from the same DVD/CD on MAC as well as on Windows?**
  Ans: The installation DVD/CD comes with dual installation setup exe files of both MAC & Windows so you can easily install on both operating systems with the same DVD/CD.

- **What if I misplaced the dongle?**
  Ans: In that case you have to inform us about the same by sending an E-mail to support@dgflick.com and we will provide you the new dongle for that new dongle, you have to bare some cost which include dongle cost+ shipment +courier charges if any.

- **Do I need to insert each photo manually for all ID Cards?**
  Ans: No. You don't need to assign each photo manually. You just need to assign the folder in which photos are kept and ID Card Xpress will automatically assign photos for you.

- **Can I create my own ID Card Designs?**
  Ans: Yes, ID Card Xpress provides you 100+ ID Card Designs. If you want, you can create as many Designs as you want. You can also create IDs of your own Sizes. Software gives you complete freedom to create and save your creations.

Support

For additional technical support or clarification, please contact DgFlick offices/support via:

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